



# Employers of Lobbyists

January 2006  
Instruction Manual

*"The public's right to know of the financing of political campaigns and lobbying and the financial affairs of elected officials and candidates far outweighs any right that these matters remain secret and private."*

# **The Public Disclosure Law**

Adopted as Initiative 276 in 1972

Codified as Chapter 42.17

Revised Code of Washington

The Public Disclosure Commission, five citizens and a small full time staff, administers the law and the rules implementing it.

## **Objectives:**

- to promote citizen's confidence in government by assuring the people of the impartiality and honesty of their officials;
- to avoid secrecy through the full disclosure of political campaign and lobbying contributions;
- to encourage broad participation in the political process;
- to assist those subject to the law in fulfilling their obligations.

Instructions in this booklet are provided to assist in the preparation of reports required by chapter 42.17 RCW. Care has been taken to make these instructions accurate yet concise. Nevertheless, these instructions cannot be substituted for the applicable provisions of chapter 42.17 RCW and 390 WAC. The law and rules are controlling in the event of any conflict with or omission in the instructions. Copies of the law and rules are available on request.

All reports filed with the Commission are public records. Copies are available at cost:

- Paper copies of scanned reports -- 10 cents per page plus postage/handling
- Diskette:     \$.25 each
- CD ROM:     \$ 2 each
- Microfiche -- Reports from 1981 thru 1996 are accessible from State Archives 360/586-1492.

Suggestions for additions or changes to the instructions are welcome. Direct them to:

The Public Disclosure Commission  
711 Capitol Way, Room 206  
PO Box 40908  
Olympia, WA 98504-0908

Telephone 360/753-1111  
Toll Free 1-877-601-2828  
Fax 360/753-1112 (DO NOT send reports by fax)  
E-mail -- [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) (DO NOT send reports by e-mail)

Persons needing clarification of the instructions or other assistance are encouraged to call PDC. Information concerning Washington's Ethics Law may be obtained from the Executive Ethics Board (360/664-0871), the Legislative Ethics Board (360/786-7540) or the Judicial Conduct Commission (360/753-4585).

## In Brief . . .

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Anyone who attempts to influence state legislation or the legislative action of a state agency is a lobbyist.

**Lobbyists** who are paid compensation or other consideration, including expenses, **must register** with PDC on Form L-1, unless they qualify for one of the exemptions discussed on page 3, **and must file monthly L-2 reports**, unless they will be making no reportable lobbying expenses.

**Lobbyist employers** -- those individuals and entities who employ, hire or pay the compensation or other consideration of a lobbyist -- **sign their lobbyist's L-1 registration form, file annual comprehensive expense reports** (PDC Form L-3), and may be required to file monthly L-3c contributions reports.

All reports are considered filed as of the postmark date or the date hand-delivered to PDC.

## Due Dates

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### Registration (L1 Report)

Lobbyists must register before doing any lobbying or within thirty days of being employed to lobby, whichever occurs first. Unless terminated sooner, registrations filed during 2005 and 2006 are valid until January 8, 2007. Amendments to registrations must be filed within one week of the change that prompts the amendment.

### Monthly Expense Report (L-2)

Lobbyists must file monthly L-2 reports disclosing compensation earned and expenditures incurred for lobbying. The reports, signed by the lobbyist, are required to be filed by the 15th of the month following the one being reported.

### Employer's Lobbying Expenses (L-3 Report)

Employers of Lobbyists, including lobbyists who hire or contract with other lobbyists, must **file employer reports by the last day of February** covering compensation and expenditures paid or accrued in the previous calendar year.

## Reporting Responsibility

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**Lobbyist employers may be penalized for failing to file complete, accurate and timely L-3 and L-3c reports. Lobbyist employers who take actions that trigger reports of grass roots lobbying (L-6) or employment of state officials (L-7) may also be penalized for failing to file these reports in an accurate and timely manner.**

# Lobbying Reports

PDC Form	Due	Explanation
<b>L-1</b> Lobbyist Registration	Within 30 days of employment as lobbyist or before lobbying, whichever occurs first.	Identifies lobbyist and employer. Indicates employment status and financial arrangements. Shows general subject areas of expected lobbying activities.
<b>L-2</b> Lobbyist Expenses	Monthly by the 15th. Covers preceding calendar month.	Shows lobbyist's expenses and compensation. Includes employer's expenditures on behalf of lobbyist to assist in the lobbying effort.
L-2 Memo Report	With L-2 (Optional)	Reports and provides notice to recipients of contributions and other items of value. Used in lieu of reporting this information on L-2 and giving recipients copy of L-2 report.
<b>*L-3</b> Employer's Report	By last day of February. Covers preceding calendar year.	Shows the total expenditures of the employer for lobbying. Includes information not required of the lobbyist(s).
<b>*L-3c</b> Employer's Contribution Report	Within 15 days of the end of any month during which reportable contributions were made.	Identifies recipients and amounts of contributions exceeding \$100 made by employers of lobbyists.
<b>L-5</b> State and Local Government Agencies	Quarterly, by the end of the month following the end of the quarter.	Identifies employees who lobby on behalf of state or local governmental agencies. Includes general description of activities and information on salary, travel, printing and consultant expenses for lobbying.
<b>*L-6</b> Grass Roots Lobbying	Within 30 days of sponsorship and monthly during campaign by 10th of the following month.	Lists expenses of sponsors of lobbying campaigns designed to gain public support for their positions. Includes list of contributors to these campaigns.
<b>*L-7</b> Employment of Legislators and State Officials	Within 15 days of employment.	Shows new employment relationship between lobbyist or lobbyist employer and state officials or employees who might be lobbied.

**\*Reports filed by employers of lobbyists. The L-3 is always required; the other reports are required if the lobbyist employer undertakes activity that triggers special reporting.**

**The postmark date is considered the date on which mailed reports are filed or, if filed electronically, on the file transfer date.**

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# About This Manual

Anyone who participates in the lobbying arena -- either as a lobbyist, lobbyist employer, public official or consumer of the information filed -- is well advised to have at least a basic understanding of what the law entails, what information is reportable, and what information is filed when and by whom.

The first half of this manual is devoted to providing a lobbyist employer (or prospective lobbyist employer) with comprehensive information regarding the law and its requirements. The manual discusses the registration process, the different types of lobbyists that an employer may choose to represent its interests, how lobbying groups report one-time events, as well as how lobbying receptions, grass roots lobbying efforts, and employment of legislators or state officials are reported. Other important general information, including the need to report on an accrual basis, rather than a cash basis, is discussed at some length.

The details concerning registering as a lobbyist, the employer's role in this process, and how to complete the Employer's Lobbying Expense Report (PDC Form L-3) are outlined in the second half of the manual. Employers will learn what lobbying expenses they need to track for reporting purposes. Not all expenses for which employers may be billed by the lobbyist (e.g., travel expenses to legislative sessions) are reportable. While lobbyists and employers are encouraged to report only those expenses required by law, if the lobbyist reports more than is required, the employer would be well advised to do likewise in order that their respective reports are compatible. The reverse is also true. Preparation and planning remain the keys to simplifying the reporting process.

**Blank L-3 lobbyist employer reporting forms are included at the back of the manual. The form dated 12/03 is current.** Contact PDC at (360) 753-1111 or toll free 1-877-601-2828 if additional forms are needed, or duplicate the two-sided form on your copier. Lobbyist employer reporting forms are also available on the PDC website at [www.pdc.wa.gov](http://www.pdc.wa.gov). The forms can be found in the Filer Assistance section (under Form Templates and Blank Forms). Templates allow you to complete your report on computer and print out paper copies to sign and mail to the PDC. The PDC also provides the option of filing the Lobbyist Employer Report electronically over the Internet. See back cover for instructions.

## Introduction

In 1972, the people of Washington State declared that lobbying expenditures must be fully disclosed if secrecy in government is to be avoided and public confidence in the fairness of governmental processes is to be enhanced. Today, providing accurate and current information concerning the financing of lobbying in Washington State remains one of the primary purposes of the disclosure law.

The law seeks to place on the public record the identity of those who lobby, their employers and the nature, magnitude and intensity of the lobbying effort as shown through expenditures. The focus is on money. Citizens who petition their state government -- through personal contact, telephone calls and letters -- without payment of any kind and without spending funds to benefit public officials are not subject to the law. Individuals who are paid to represent an interest are generally subject to registration and reporting. Unpaid individuals who make lobbying expenditures must register, but may not have to file monthly reports (depending on the type of expenditures they make).

For those lobbyist employers who must report, the key to complying lies in keeping detailed records of all funds spent for reportable lobbying activities, whether those funds compensate or support a lobbyist or are used for making contributions or entertaining legislators or other public officials holding state office.

**Employers need to have their own internal mechanisms for recording and tracking reportable lobbying expenses,** and must not rely solely on their lobbyist for maintaining records that will substantiate their reports.

**All lobbyist employers, whether experienced or new to the lobbying arena, are strongly encouraged to review the entire instruction manual.** Accurate reporting, as demanded by the public and reaffirmed by the Legislature and the Commission, cannot occur unless those subject to the law take their reporting requirements seriously.

# Employers of Lobbyists

**Definition:** According to statute, the term "lobbyist's employer" means the person or persons by whom a lobbyist is employed and all persons by whom he or she is compensated for acting as a lobbyist. The term "person" is defined very broadly and includes an individual, partnership, corporation, government, association, political party or any committee or group. Based on these definitions, anyone who pays a lobbyist, reimburses a lobbyist for expenditures, provides funds for the lobbyist's use or furnishes other consideration to or on behalf of a lobbyist, is a lobbyist's employer. A lobbyist includes any person who lobbies either in his own or another's behalf.

An employer's lobbying effort may be as simple as an organization or company representative occasionally contacting a few legislators. Conversely, it may be complex, expensive and long-term. Some lobbying programs employ the services of full-time professional lobbyists, organization officers and employees. The programs entail making political contributions to candidates and committees organized to support or oppose ballot issues, and also involve expenditures for entertaining public officials and for grass roots lobbying campaigns to enlist public support for or opposition to pending legislation.

**Annual Reporting:** By the last day of February following any year in which reportable lobbying expenditures occurred, each lobbyist employer files one L-3 report showing total reportable lobbying expenditures incurred during the year. This report recaps information already reported earlier -- on lobbyist monthly expenditure reports (L-2 forms), on employer monthly contribution reports (L-3c forms), on grass roots lobbying reports (L-6 forms), and on independent campaign expenditure reports (C-6 forms) -- and also includes other lobbying expenses incurred directly by the employer, as well as important information about business relationships with legislators and other state officials.

**Each lobbyist employer must file an L-3 report**, even if it shows no payments to or on behalf of the lobbyist (that is, it's a "zero" report). Reports are considered filed as of the postmark date or, if filed electronically, on the file transfer date.

## Lobbying -- What it is

**Lobby & Lobbying -- Definition:** State law defines lobby and lobbying as *"attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate, or other legislative enactment of any state agency under the state Administrative Procedure Act, chapter 34.05 RCW."* Notice that the law is only concerned with state level lobbying activity.

**Legislation -- Definition:** According to the law, legislation means *"bills, resolutions, motions, amendments, nominations, and other matters pending or proposed in either house of the state legislature, and includes any other matter that may be the subject of action by either house or any committee of the legislature and all bills and resolutions that, having passed both houses, are pending approval by the governor."*

Based on this definition, lobbying includes efforts to block the introduction of legislation unfavorable to an employer's cause, as well as efforts designed to influence the governor's action.

**Legislative Lobbying:** Most people who are at all familiar with the disclosure law realize that lobbying members of the legislature is reportable activity. Some may not be aware that reportable lobbying also includes efforts to inform, sway, convince or otherwise influence the action or inaction of legislative staff. Staff evaluations and recommendations play a significant role in the legislative process. Contacts with legislative staff constitute lobbying. Gift, travel, and entertainment expenditures benefiting legislative staffers are reportable.

**State Agency Lobbying:** Lobbying before state agencies is sometimes overlooked as being reportable. Many agencies have authority to set rates, establish standards to regulate industries and occupations and adopt rules that become part of the Washington Administrative Code (WAC). Attempting to influence state agencies with respect to their "legislative" functions -- setting rules, rates or standards -- is lobbying, and must be reported as such.

On the other hand, were someone to ask an agency to rule on or apply existing laws or rules to a particular situation, that activity is not lobbying as it's defined in law, and expenditures incurred to influence the agency's ruling are not reportable by lobbyists or employers.

## The Registration Process

**Who Must Register:** Persons, including individuals and entities, who lobby or are employed as lobbyists -- either full or part-time -- must register and report their income and expenditures unless exempt under one or more of the provisions listed below.

A lobbyist may be a regular employee of a company or organization and only devote a fraction of his or her time to lobbying. Or a lobbyist may be a sizeable law firm whose partners or employees undertake protecting the legislative interests of its clients. Or a lobbyist may be a lobbying firm that employs several agents to further the objectives of many client-employers. Or a lobbyist may be a person who agrees to carry an organization's banner to Olympia without payment except for travel and living expenses. All lobbyists must register unless they meet one of the statutory exemptions discussed below. (Also see Types of Lobbyists section.)

**Electronic Filing of Lobbyist Reports:** The PDC currently provides the option of filing lobbyist reports electronically over the Internet. Lobbyists and Lobbyist Employer Reports are now available for electronic filing on-line at [www.pdc.wa.gov](http://www.pdc.wa.gov). See back cover for instructions.

For more information on how to file electronically, call the PDC at (360) 753-1111 or toll free at 1-877-601-2828.

**Exempt From Registering & Reporting:** Persons who attempt to influence the passage or defeat of legislation and/or the adoption or rejection of administrative rules are exempt from registering as lobbyists if they meet one or more of the following criteria:

- 1) Limit their lobbying activities to appearances before public sessions of legislative committees, or public hearings of state agencies;
- 2) At the request of a state agency, participate in that agency's efforts to reach consensus on possible rulemaking under RCW 34.05.310(2). (Once notice of a proposed rule has been published, efforts to influence action on that proposed rule are no longer exempt.)
- 3) Are working members of the print or broadcast media preparing news reports, feature articles or editorial comment;
- 4) Lobby without compensation or other consideration for acting as a lobbyist and make no expenditure for or on behalf of any member of the legislature or elected official, public officer or employee of the state in connection with lobbying. (If a person is reimbursed for lobbying expenses, that person is receiving "other consideration" and is required to register. "Other consideration" includes payment for services, reimbursement or payment of expenses, promise or delivery of goods or services or granting benefits or privileges that have an identifiable value.); [WAC 390-05-220]
- 5) Restrict their lobbying to no more than four days (or parts of four days) during any three consecutive months, and their total expenditures during that period for or on behalf of any one or more members of the legislature, state elected officials, state public officers or employees in connection with lobbying do not exceed \$25. (This exemption allowing four lobbying occasions prior to registration is in addition to an initial lobbying effort that is limited to public appearances. See #1 above.)



Persons who restrict their activities to monitoring legislation and/or observing committee hearings and legislative floor debate are not viewed as lobbying and have no registration or reporting requirements.

Likewise, citizens who -- on their own time and without being paid in any manner -- write letters, make phone calls or have personal visits with officials in order to express their opinions on issues have no registration and reporting obligations, provided they spend no money on the public official for such things as meals, drinks or other entertainment, gifts, travel or contributions.

**When to Register:** A lobbyist must file a registration form (PDC Form L-1) within 30 days of being employed to lobby or before doing any lobbying, whichever occurs first.

Changes in the registration information must be reported to PDC on an amending L-1 form within one week of the change(s). If a lobbyist has multiple lobbying employers or clients, a separate L-1 form must be filed for each.

Registrations are valid until the second Monday of each odd numbered year, unless terminated earlier by the lobbyist or lobbyist employer.

**Terminating, Suspending and Reinstating Registrations:** Registrations filed during 2005 and 2006 will expire on January 8, 2007, unless the lobbyist or lobbyist employer terminates the registration on an earlier date.

Lobbyists terminate their registrations when their lobbying functions have concluded. Terminations must be done in writing, preferably on Line 14 of the Lobbyist Monthly Expense Report (PDC Form L-2), showing the employer's name and the date the termination is effective. A letter specifying the termination information can also be submitted.

Lobbyist employers may terminate the registrations of their lobbyists by submitting a written statement identifying which lobbyists are being terminated and as of what date. Once terminated, a lobbyist must file a new L-1 before doing any lobbying on behalf of that client or employer.

A lobbyist is required to file an L-2 for the last month or portion thereof in which he or she was registered. For example, if the registration ends on May 15, an L-2 covering activity from May 1 to May 15 would be filed on or before June 15 and would include notice of the termination.

Lobbyists or their employers/clients may also temporarily suspend the registration by notifying the Commission in writing that for the period of time specified no lobbying will be done, no expenditures will be made for lobbying and no compensation will be earned for lobbying. During the suspension period, no monthly L-2 reports are required.

Lobbyists/employers who suspend registrations may reinstate them by notifying PDC in writing. The letter must state whether all the information on the previously submitted L-1 remains accurate or a new L-1 is being submitted. If a registration was suspended by the employer, the reinstatement notice must come from that employer.

## Types of Lobbyists

Listed below are descriptions of the various kinds of lobbyists that make up the lobbying community. Information is included regarding whether the lobbyist must register and file reports. **Whenever registration is required, the lobbyist employer must file an annual L-3 report.**

**Employee Lobbyist:** It's not unusual for businesses and organizations to assign one of their regular employees the task of lobbying. Registration and reporting are required by these lobbyists. On the L-2, employees will prorate their gross pay according to the amount of time spent lobbying in order to arrive at the compensation for lobbying figure required to be reported on the form. Some months may show little or no activity, others may reflect nearly full-time lobbying work.

The lobbyist employer will file an annual L-3 showing total compensation paid for lobbying (usually a prorated share of the employee's annual gross salary) as well as other reportable expenses incurred in conjunction with the lobbying effort.

**Contract Lobbyist:** A person who provides lobbying services on a contract basis is a contract lobbyist. These lobbyists are not employees of the client-employers on whose behalf they work. Contract lobbyists may have one or many lobbying employers. These lobbyists may receive a fee plus expenses or simply a flat fee. Contract lobbyists must register and report for each of their client-employers, unless their activity for a given employer falls within one of the exemptions. Contract lobbyists may also be consultants, public relations experts or the like. Payments received for non-lobbying related activity are not reportable.

The client-employers of contract lobbyists will file annual L-3 reports disclosing the total compensation accrued by each contract lobbyist for lobbying as well as all reportable expenses incurred for lobbying during the reporting period.

**Subcontract Lobbyist:** A contract lobbyist may decide to subcontract out some of his or her lobbying duties to another lobbyist. The latter is a subcontract lobbyist. The principal lobbyist is the lobbyist employer. Both must register and report.

The principal lobbyist registers and reports for each client-employer. This lobbyist will show payments to the subcontractor on lines 9 and 18 of the L-2 and file an Employer of Lobbyist Report (PDC Form L-3) summarizing payments to the subcontractor lobbyist and any reportable expenditures made on that lobbyist's behalf.

The subcontractor registers showing the principal lobbyist as the employer. The names of the actual clients to be served will be shown in the "Remarks" section of the L-1 form. The subcontractor will file monthly L-2 reports disclosing any payments received from the principal lobbyist and any expenditures that were made.

The actual client-employer simply reports on an L-3 those payments made to or on behalf of the principal lobbyist, as well as other lobbying expenses. It's the principal lobbyist's responsibility to disclose the amounts he or she pays to the subcontractor.

**Lobbying Firms & Other Lobbying Entities Employing Multiple Lobbyists:** Some businesses are formed strictly to provide lobbying services to clients. Other law firms, public relations firms and consultant businesses provide lobbying services as part of their overall package of services. For PDC registration and reporting purposes, each is considered a lobbying firm.

The lobbying firm files a registration statement for each client-employer, listing the names of the firm's partners or employees who will conduct the actual lobbying on line 11 of the L-1. The monthly L-2 report will show the amount of compensation received by the firm from each client for all lobbying services, as well as the combined expenses of the individuals who did the lobbying for that client.

The employer's L-3 report will show all payments made to the firm for compensation and reportable lobbying expenses.

**Volunteer Lobbyist:** This is a person who lobbies, but satisfies one of the exemptions and is not required to register or report. Occasionally, the lobbyist elects to register anyway. Volunteer lobbyists who choose to register should note their status in the "Remarks" section of the L-1 form so it's clear that this is a voluntary registration and no monthly L-2 reports are required. Unless the registration is marked "Volunteer," monthly expense reports will be required and the employer (if there is one) will be required to file an annual L-3 report.

**Unsalaries Lobbyist:** One type of unsalaried lobbyist is a person who lobbies without compensation except for reimbursement of travel and personal expenses. It would not be unusual for a neighborhood association or other locally-based citizens group to have such a lobbyist. Unsalaries lobbyists who receive expense reimbursements are required to register, but do not need to file monthly L-2 reports if the payments received are for non-reportable expenses. A list of these expenses is located on page 20.

If no reportable expenses will be made, the lobbyist will need to note that fact in the "Remarks" section and also state that no L-2s will be filed.

If an unsalaried lobbyist plans on making reportable expenses -- for such things as gifts, entertainment, contributions or providing travel for legislators or other state employees -- the lobbyist must register and file monthly L-2 reports, even though many of the reports may show zero expenditure activity.

(Note: Unsalaried lobbyists are people who use their own time to lobby; for example, they take vacation or leave time from their jobs to lobby. At most, they are only reimbursed for lobbying-related expenses by the group or organization on whose behalf they lobby. Persons who receive compensation for the time they spend lobbying, because they are on the company's payroll while lobbying, are in fact being paid to lobby and are considered salaried or paid lobbyists -- even though they don't receive any special salary or fee for lobbying.)

The lobbyist employer of a registered unsalaried lobbyist must file the annual L-3 report, showing all reportable expenditures made during the year, even if the lobbyist does not file monthly expense reports.

**Self-Employed Lobbyist:** This is a lobbyist who will be pursuing his or her own agenda with the legislature and/or state agencies. There is no "employer of lobbyist." The lobbyist is working on his or her own behalf. Frequently, self-employed lobbyists fall under one of the exemptions outlined above. However, if the lobbyist is not exempt (because, for example, he or she spends money to entertain a legislator), then he or she must register, showing him or herself as the lobbyist employer. If the person makes or plans to make reportable expenses, then monthly L-2 filing is also required.

(Note: If a person lobbies on behalf of his or her own business, then the person registers and reports as a lobbyist showing the business as the employer.)

**Casual Lobbyist:** Persons are casual lobbyists if they limit their lobbying to no more than four days (or parts of four days) in three consecutive months and they spend no more than \$25 in the aggregate on one or more public officials or employees during those three months. Frequently, these are the in-house specialists (actual employees of the lobbyist employer) who visit with legislators or other officials to lend their particular expertise to the discussion. Casual lobbyists do not need to register or report.

(Casual lobbyists are advised to keep track of the time they spend lobbying and any expenditures they make in the event they end up registering and reporting because they are about to exceed the four-day limit. Note that any fraction of time spent lobbying on a given day counts as one of the four days.)

The lobbying activities of casual lobbyists who are regular employees of the lobbyist employer are not reportable by the employer unless the employees exceed the limit imposed on casual lobbyists and register as lobbyists. However, if the employer uses the services of an "outside" casual lobbyist (e.g., an independent expert witness), the compensation and expenses associated with the lobbying activities of that casual lobbyist are reportable by the employer regardless of any eventual registration requirements.

**Intern Lobbyist:** This is a person who, out of personal interest or for college credit, wants to learn the lobbying ropes. Generally, no or minimal payment is received and, whatever payment is received comes from the lobbyist who agrees to tutor the intern, and not from the client-employer.

Interns need not register and report if their activities are restricted to monitoring legislation, keeping vote tallies, observing hearings and floor debate, or other activities that fall within one of the exemptions.

However, if interns receive compensation or other consideration for lobbying, the intern must register showing the principal lobbyist as the employer. Use the "Remarks" section to list the names of those employers on whose behalf the intern is authorized to lobby. Both the intern and the principal lobbyist will file monthly L-2 reports. In addition, the principal lobbyist will file an Employer of Lobbyist Report (PDC Form L-3) disclosing payments to and expenditures made on behalf of the intern.

Client-employers only report payments to or on behalf of the principal lobbyist. It's the latter's responsibility to disclose any disbursements to interns.

**Public Agency Lobbyist:** Many state and local governmental agencies designate one or more employees of the agency as their lobbyists. These employees are not required to register or report in the manner required of private sector lobbyists. Public agencies report quarterly (on PDC Form L-5) if they undertake lobbying activities.

Some public agencies do retain non-employee, contract lobbyists to act as their lobbyists. These contract lobbyists must register on the L-1 form and file L-2 reports for their public agency employer-clients. The agencies do not file an annual Employer of Lobbyist Report (Form L-3), but rather include payments to or on behalf of contract lobbyists on their quarterly L-5 reports.

## Reporting Special Lobbying Activities

Anyone planning to entertain state officials or employees are advised to contact the Legislative Ethics Board (360/786-7540), the Executive Ethics Board (360/664-0871) or the Judicial Conduct Commission (360/753-4585) to verify that state officials and employees may legally participate in the event.

### Groups Traveling to Olympia

A large group of people decides to visit Olympia to lobby on a particular issue. For example, a delegation from a local chamber of commerce charters a bus, comes to Olympia to hold a rally on the capital steps, has its members meet individually with legislators and hosts a reception for the purpose of entertaining and lobbying legislators. In lieu of each member of the delegation registering as a lobbyist for this brief visit, the group leader may register on an L-1 (prior to any actual lobbying taking place) and report the expenses of all members of the group on an L-2 form. The L-2 is due on the 15th of the month following the one in which the lobbying occurred. Generally, this person will terminate his or her registration on the same L-2 report that discloses the expenditures for the trip.

### Reception Hosted by a Lobbyist Employer

If a lobbyist employer pays for a legislative reception, the principal lobbyist for the employer will include on lines 5 and 15 of his/her monthly L-2 the total expenses associated with hosting the reception. On line 15, the lobbyist also must disclose the per person cost of holding the reception (by dividing the total of all costs incurred for the event by the number of persons expected to attend) and provide a list of all attendees. When factoring the per person cost, include taxes but not gratuity paid for services.

In addition, if the per person cost for food and beverages only (as opposed to factoring in all reception expenses) is over \$50, then any legislator or other state elected official who attends must be sent a copy of the L-2 report or provided with an L-2 Memo Report. If an elected official attends with his or her spouse (or other family member) and over \$50 is attributable to them jointly for food and beverages, this also triggers the need to give a copy of the L-2 or L-2 Memo Report to the official.

Note that the same circumstances that trigger giving the official a copy of the lobbying report also determine when that official will have to report receipt of the food and beverages on his or her next personal financial affairs statement (F-1). That is, if the per-person expense for food and beverages is over \$50 or the official is accompanied by a family member and the amount for food and beverages attributable to them jointly is over \$50, the official will be reporting this occasion on his or her next F-1.

## Reception Hosted by Two or More Lobbyist Employers

If two or more lobbyist employers share the expenses of a lobbying-related entertainment event, the principal lobbyist for each employer will disclose that employer's portion of the expenses for the event on lines 5 and 15 of the L-2. In addition, one of these lobbyists will show on line 15 the per person cost of the event (by dividing the overall total cost of holding the event by the number of persons expected to attend). This lobbyist also will include a list giving the names of all persons who do attend. Rather than duplicating this per person cost information and the list of attendees, the principal lobbyists of the other employers sponsoring the event may make reference to the lobbyist's report that contains these details.

The next step is to determine if any state elected official will have to be given information concerning what portion of the costs for food and beverages are attributable to him or her.

To do this, divide the full cost for food and beverages, provided at the event by the number of persons expected to attend. When considering the full cost for food and beverages, include taxes but not the gratuity paid for services. If this per person cost for food and beverages is over \$50, then one of the principal lobbyists will have to send an L-2 Memo Report to each state elected official who attends. If an elected official attends with his or her spouse (or other family member) and, based on the per person cost, over \$50 is attributable to them jointly for food and beverages, this official also must be provided with an L-2 Memo Report. When completing the Memo Report, the "Source of the Gift" is all the employers who paid a portion of event costs.

## Reception Hosted by Non-Lobbyist Employer

If a business, organization or individual who is not a lobbyist or lobbyist employer elects to host, or be one of the hosts of, an entertainment event that is intended to influence the passage or defeat of any legislation and/or the legislative action of a state agency, that person or entity is, in fact, engaging in lobbying. In lieu of registering and reporting as a lobbyist, the principal organizer must contact PDC for guidance. At a minimum, organizers will be asked to identify the sponsors, the amounts spent by each sponsor, the per person cost for holding the event, the per person cost for food and beverages, a list of those attending and a brief description of the event.

## Involving Association Members in Lobbying Effort

Some lobbyists who have associations as lobbying clients arrange to have members of the association entertain legislators from the member's district. For example, a contract lobbyist for the Widget Manufacturing Association arranges for an association member to take his state senator to lunch or dinner to discuss pending legislation. The association member uses his own funds to pay for this entertainment.

If the association member spends more than \$25 on this entertainment (including his own meal), this expenditure needs to be reported as a lobbying expense. In lieu of the association member registering and reporting, the contract lobbyist may include the expense, along with an explanation, on his or her L-2 report as an "Entertainment" expense.

If the association member spends more than \$50 on the legislator (or on a combination of the official and the official's family members), the contract lobbyist must also send to the official a copy of the L-2 disclosing the expense or an L-2 Memo Report.

If the contract lobbyist in this example chooses not to report the lobbying expenditures of association members, or the lobbyist was not involved in arranging the entertainment of legislators by association members and is unaware that this activity is occurring, each association member who spends more than \$25 in connection with lobbying activities must register and report as a lobbyist.

If the association member is not reimbursed by the association for lobbying expenditures, the member will register as a "self-employed" lobbyist. Monthly L-2 reports are required until he or she terminates the registration.

## Political Advertising Expenses

Expenditures by the lobbyist or lobbyist employer for political advertising supporting or opposing a state or local candidate or ballot measure must be disclosed on the lobbyist's L-2 report.

For example, if a lobbyist or lobbyist employer -- alone or in conjunction with others -- pays for a direct mail piece supporting a candidate, all the lobbyist's or employer's costs associated with developing, producing and distributing the political ad must be reported on lines 8 and 17 of the L-2.

Expenditures for political ads are reportable on the L-2 (in addition to any campaign reporting that is required), whether the ad constitutes an independent expenditure or qualifies as a contribution to a candidate or ballot measure committee. However, a monetary contribution from a lobbyist or lobbyist employer to a candidate or political committee that the recipient in turn decides to spend on political advertising is not reportable by the lobbyist as a political advertising expense, but is still reportable on lines 6 and 16 of the L-2 as a contribution.

## Public Relations, Telemarketing and Polling Expenses

Expenditures made by lobbyists or lobbyist employers for public relations, telemarketing, polling or similar expenses if the expenses were in any way intended, designed or calculated to influence legislation, including the adoption of any rule, rate or standard by a state agency.

At present, PDC is relying on the following dictionary definitions:

**“Public Relations”** means the methods and activities employed in persuading the public to understand and regard favorably a person, business or institution.

**“Telemarketing”** means selling or advertising by telephone.

**“Polling”** means to question in a survey canvass; a survey of the public or a sample of the public to record opinion or acquire information.

The following types of expenditures are among those that are reportable if they are directly or indirectly intended, designed or calculated to influence legislation or rulemaking:

- expenditures for market research done in-house or through a contract with an outside vendor;
- expenditures for the development, production and distribution of advertising to enhance the lobbyist employer's image;
- an association's expenses to poll the general public or a segment of the general public about a matter that may be the subject of legislation;
- costs associated with producing press releases, op-ed pieces or other articles designed to sway public opinion about possible tax increases or any change in law; and
- costs associated with contacting editorial boards regarding the need for certain statutory changes.

However, expenditures by an association or other organization to communicate with its own members are not reportable.

# Employer Contributions of Over \$100

Employers of lobbyists registered in Washington State that make one or more contributions, including in-kind contributions, during one calendar month totaling more than \$100 to a candidate for state or local office, an elected state or local official, an officer or employee of any public agency, or a political committee must file a monthly political contribution report (PDC Form L-3c). **Employer contributions that are reported by a registered lobbyist or contributions that are from an employer-affiliated PAC are not reportable on an L-3c.**

In other words, during a calendar month, lobbyist employers could make a series of \$100 contributions to different recipients and not trigger any L-3c reporting obligation. However, if one contribution of over \$100 is made (or two contributions to the same qualifying recipient totaling over \$100 are made in one month), and the contribution is not reported by the lobbyist on the L-2 report, an L-3c report of that contribution is required.

**L-3c reports are due within 15 days after the last day of each calendar month during which reportable contributions were made.** Reportable contributions include loans, gifts, deposits, subscriptions, forgiveness of indebtedness, donations, advances, pledges, payments, transfers of funds between political committees, or anything of value, including personal and professional services for less than full consideration. Contributions to campaign accounts and public office fund accounts are reportable. Reports are considered filed as of the postmark or hand-delivery date to PDC. See back of manual for blank L-3c forms.

## Last-Minute Contributions

During the 7 days before the primary election and the 21 days before the general election, lobbyists and employers of lobbyists must file a Last-Minute Contribution notice with PDC and the recipient of the donation if they make contributions -- whether monetary, in-kind or a combination of both -- to any candidate or political committee totaling \$1,000 or more in the aggregate. The notice must occur within 24 hours of making the contribution. **(Note: This reporting requirement is not authority to exceed any state or local contribution limit.)** [RCW 42.17.175]

The notice discloses the amount of the contribution, the date it was given, the name and address of the donor, and the receiving campaign's name and address. Either fax the information to PDC and the recipient or relay the information by telephone and follow up the call with written confirmation. (PDC telephone: 360/753-1111; fax: 360/753-1112) Currently, this last-minute contribution notice is the only "report" that may be filed by facsimile.

Information concerning last-minute contributions of \$1,000 or more made by an employer is also included on the lobbyist's L-2 report, if he or she delivered or transmitted the contribution. If not reported on an L-2, the contribution must appear on the employer's L-3c and L-3 reports.

## Grass Roots Lobbying

Grass roots lobbying is defined as a program "addressed to the general public, a substantial portion of which is intended, designed or calculated primarily to influence state legislation."

Any person or entity making grass roots lobbying expenditures not reported by a registered lobbyist, a candidate, or a political committee exceeding \$1,000 in the aggregate in any three month period or exceeding \$500 in the aggregate in any one month period must file a grass roots lobbying report.

If an organization sends a notice about pending legislation to its members, or a corporation sends a similar message to its stockholders, the expenses related to these activities are not reportable as grass roots lobbying.

However, if an organization spends over \$500 in one month or over \$1,000 in three months

- for a full-page newspaper ad supporting a bill pending in the legislature,
- hiring a person to organize public meetings in order to influence action on issues being considered by the legislature, and/or
- undertaking any other activity that satisfies the definition of grass roots lobbying

then reporting is required.

The initial grass roots lobbying report (PDC Form L-6) must be filed within 30 days of becoming a sponsor of a grass roots lobbying campaign. Thereafter, sponsors file monthly reports on the 10th of the month covering the preceding calendar month. On the final report show that the activity is concluded.

**Lobbyists can relieve their employers from the responsibility of filing an L-6 report**, by including grass roots lobbying expenditures on their L-2 reports, **only if the grass roots campaign is financed out of the employer's existing funds.** If the employer conducts a special fund raising effort or accepts funds from other sources to finance the grass roots lobbying, L-6 reporting is required.

Note that even if a lobbyist employer files an L-6 report covering grass roots lobbying activities, a lobbyist must still disclose on his or her L-2 any of his or her employer's lobbying-related expenditures for public relations, telemarketing or polling activities. See page 9 for more information.

Candidates and political committees who sponsor grass roots lobbying campaigns do not need to file L-6 reports, whether they use existing funds or receive funds from outside sources. All their contribution and expenditure activity, including that related to grass roots lobbying, is fully reported on their campaign disclosure reports (the "C" series).

## Employers of Legislators, State Officers/Employees

**New Employees:** Any person registered or required to be registered as a lobbyist in Washington State or any employer of a person registered or required to be registered as a lobbyist **who employs a member of the legislature, an employee of the legislature, a member of a state board or commission, or a full time state employee**, if that employee remains partially employed by the state, **must file PDC Form L-7 within 15 days of first employing the state official or employee.** An L-7 report is filed only once for each legislator, official or employee hired.

**Payments of \$1,500 or More:** Employers of lobbyists should also be aware, however, that they must report, on the L-3 form, the identities of state elected officials, candidates for state office, and the immediate family members of these persons if the employer paid them \$1,500 or more in compensation during the calendar year for which the report is being filed.

In addition, payments of \$1,500 or more for professional services to corporations, partnerships, joint ventures, associations, unions, or other entities in which the elected official, candidate or family member holds any office, directorship or any general partnership interest or ownership interest of 10% or more must also be reported.

PDC annually publishes a "List of Elected Officials" that identifies state officials and companies with which they are associated. The listing of Elected Officials can be found at [www.pdc.wa.gov](http://www.pdc.wa.gov) under Filer Assistance. Obtaining a copy of this list will help lobbyist employers identify those entities that were paid at least \$1,500 for professional services, and that therefore need to be disclosed on the L-3.



Personnel officers and purchasing agents (as well as the accounting department) of lobbyists and lobbyist employers must be alert to these reporting requirements. Some lobbyists and employers include a question on employment applications to assist them in determining whether a relationship will be subsequently reportable.

## Prohibitions and Restrictions

The law states that it is a violation for any person or entity to pay or agree to pay any consideration to a person for lobbying unless that person is registered as a lobbyist with PDC. [RCW 42.17.220]

The law also imposes certain duties and responsibilities on lobbyists in addition to registering and filing accurate and timely reports of compensation and expenses. According to RCW 42.17.230(2), a person required to register as a lobbyist is prohibited from:

- 1) Engaging in any activity as a lobbyist before registering;
- 2) Knowingly deceiving or attempting to deceive any legislator as to any fact pertaining to any pending or proposed legislation;
- 3) Causing or influencing the introduction of any bill or amendment for the purpose of afterwards being employed to secure its defeat;
- 4) Knowingly representing an interest adverse to any of his/her employers without first obtaining the employer's written consent and after full disclosure of the adverse interest;
- 5) Exercising any undue influence, extortion, or unlawful retaliation upon any legislator by reason of the legislator's position or his vote on any pending or proposed legislation;
- 6) Entering into an agreement, arrangement, or understanding that all or a portion of the person's compensation is contingent upon the success of any attempt to influence legislation.

**Also see section on "Contribution Limits and Restrictions" at the end of this manual.**

## Records and Retention

**Retention:** Lobbyists must preserve all accounts, bills, receipts, books, papers and other documents that substantiate their reports for five years. However, if the lobbyist is required, as part of his or her employment agreement, to turn all records over to the employer, the employer has the responsibility to preserve them for five years. [RCW 42.17.230(1)]

**Record Keeping:** The financial reports required from lobbyists and employers mandate that complete, accurate and detailed records be maintained. The type of information that needs to be reported is often both greater and different from that found in most financial accounting systems or required by the Internal Revenue Service. For these reasons, a careful study should be made of the reporting requirements to insure that the record keeping system used will enable both the lobbyist and employer to prepare and substantiate their respective expense reports.

Given the variety of lobbyists, lobbyist employers and the resources available to them, it is not feasible to suggest a uniform bookkeeping system. Lobbyists and employers must examine their own planned activities and devise a system that is compatible with their other financial accounting requirements, while still satisfying the PDC reporting requirements. Below are some hints and suggestions to assist in record keeping.

## Reminders:

- Report all compensation and expenses on an accrual basis. That is, report them for the month in which they were earned or incurred, not necessarily received or paid.
- Lobbying reports cover a calendar month and lobbyist employer reports cover a calendar year. Books should be established, expense accounts submitted and, where possible, arrangements made with vendors for billing to cover a similar period.
- Records substantiating reports must be kept for five years from the file date of the report.
- Separate accounts, subsidiary ledgers or a similar system to segregate or identify expenses for lobbying from other expenses should be established. PDC recommends a separate bank account, separate credit cards for lobbyist purchases, identification on expense vouchers (or separate vouchers) for lobbying expenses and other discrete identification of expenses for lobbying.
- Keep receipts for all purchases. Annotate receipts with the date of purchase, purpose and persons in the party. Many credit card charge slips provide space for this information.
- Keep a record of time spent lobbying. This is especially important for those who lobby part-time in addition to performing other duties for the employer, as well as for those lobbyists who have more than one employer.
- Have one person in the lobbying organization who is the focal point for gathering financial data for lobbying reports. In small organizations, this person may be the lobbyist. In larger firms, it will usually be the accountant who reviews expense accounts or travel claims and vouchers.
- Personnel officers and purchasing agents (as well as the accounting department) of lobbyists and their employers must be alert to the requirement to report employment or business relationships with elected officials, state employees, their families, and firms in which those individuals are officers, directors or major stockholders. Many lobbyists and employers include a question on employment applications to assist them in determining whether a relationship will be subsequently reportable. PDC annually publishes a "List of Elected Officials" that identifies state officials and companies with which they are associated.
- For special or unusual lobbying activities, involve the accountant or other person completing the expenditure reports during the planning stage. In this way, any record keeping and reporting problems can be anticipated and remedied more easily. PDC can often offer suggestions or the lobbyist could request in writing a reporting modification from the Commission.

## Requests for Reporting Modifications

The Public Disclosure Commission may suspend or modify the reporting requirements of anyone subject to the Act if it decides that the law works a "**manifestly unreasonable hardship**" on the filer and the modification "**will not frustrate the purposes**" of the disclosure law.

If you believe your situation meets these two statutory tests and you can provide convincing arguments to that effect, you have the option of asking the Commission to grant a reporting modification.

To apply for a modification, write the Commission a letter that:

- states all the reasons why reporting the required information would cause a hardship,

- suggests a modification that would relieve the hardship, and
- gives reasons why granting your request would not "frustrate the purposes" of the disclosure law.

Send your lobbyist employer report, as complete as possible, with your letter.

A hearing will be scheduled to consider your request. It's best if you attend the hearing, but your presence is not required.

## Amended Reports

Although every effort should be made to file complete and accurate reports, mistakes do happen. If you discover an omission or mistake in a previous report that affects the computations on the front side of the L-3 form (Lines 2 through 7), file an amended report.

Prepare an amended L-3 report as follows: Using a copy of your original report, cross out the amounts that have changed and insert the correct amounts above the previous figures. Be sure to change all affected amounts, including totals. Write "**AMENDED**" prominently at the top of the form and re-sign and date the form. Amended L-3 reports should be filed as soon as the error is discovered.

If a reporting error occurred that does not affect the computations, you may submit a letter of explanation rather than filing a complete, amended report.

Amendments to any of the information on the L-1 form are to be filed within one week of the change prompting the revision, and the entire form must be completed (not simply the new information).

## Completing Reports & Attachments

All paper reports and attachments should be typewritten, computer generated or printed in **black** ink. Reports are scanned into a document imaging system and the scanner does not reproduce ink that is a color other than black.

Please use 8 1/2" x 11" white paper for attachments or enclosures and include your name on all supplemental pages. Keep a copy of each report submitted as part of your records.

## PDC Inquiries and Audits

PDC staff may contact lobbyists or lobbyist employers advising them that a report appears to be missing or incomplete, asking for clarification of a report or requesting additional information. Please cooperate with these informal contacts and supply the requested information promptly.

Each year, a limited number of lobbyists and lobbyist employers will be the subject of random audits. Some of these are in-depth and the lobbyist and employer will be asked to make available all records, including receipts and other documentation. These audits are routine.

Audits also are conducted for cause because a complaint has been received or there is reason to believe disclosure reports are not accurate. If you are the subject of such an audit, be assured you will have every opportunity to explain your position.

# Penalties and Fines

The intent of the Public Disclosure Law cannot be satisfied unless reports are filed timely and accurately.

If the Commission finds a lobbyist or lobbyist employer in violation of the law, it could impose a penalty of up to \$1,000 for a single violation or \$2,500 for multiple violations. In addition, the Commission could revoke or suspend a lobbyist's registration, or refer the matter to the State Attorney General for appropriate action. The civil remedies and sanctions available to the court are set out in RCW 42.17.390.

## Registering a Lobbyist

**The Employer's Role:** Both the lobbyist and the employer sign the registration statement. Since the form is usually filled out by the lobbyist, the employer's signature serves as confirmation that the information specified on the form accurately reflects the lobbying arrangement.

**Employers should review the entire form. Be sure Item 3 correctly identifies the employer, the contact person, and the employer's mailing address.** PDC will send the L-3 form and other employer notices to the name and address in Item 3.

Also, make sure the employer's occupation, business type or purpose is accurately stated using the list shown below.

Regarding Item 9 on the registration, if the lobbyist employer is a membership organization, the "Yes. The list is attached" box should be checked. You, as the employer, will have to supply the list of your members who 1) have paid over \$500 during either of the past two years in dues, fees or payments or 2) is expected this year to pay over \$500. If none of the members meets or surpasses one of these thresholds, check the box "Yes. However no member has paid, pays, or is expected to pay over \$500."

Regarding Item 10, verify that any employer-affiliated political committee whose funds may be used by the lobbyist to make political contributions is accurately identified.

And, finally, the individual who signs on behalf of the employer should be the president or other appropriate officer. This person will also sign the L-3 expense report. (Note, whenever a lobbyist registration is filed, an L-3 expense report must also be filed, regardless of whether any reportable expenses were made.)

**The L-1 Form:** Listed below are step-by-step instructions for completing the Lobbyist Registration, PDC Form L-1. Review the preceding pages of this manual before completing or signing the registration form. An example of an L-1 form filed by an individual is located on page 18, and by a lobbying firm on page 19.

### Item # Explanation

- 1 Include the full name and permanent mailing address of the registered lobbyist. If the lobbyist is a firm, public relations business, partnership or other entity employing two or more individuals who lobby, give this entity's name and address (the names of the individual lobbying agents will be listed in Item 11).
- 2 If the lobbyist has a session-only address that differs from his/her permanent address, list it here. Be sure to include daytime business telephone numbers, both permanent and temporary, cell phone or pager and e-mail address.
- 3 Show **the lobbyist employer's full name and current mailing address** as well as **the name and title** of the person at the employer's address to whom questions should be directed and the L-3 form should be sent. **DO NOT list the lobbyist's name and/or address** unless there is no other lobbyist employer.

In the space provided, describe the employer's business or occupation. A "lobbyist employer" is anyone who employs or compensates a person for acting as a lobbyist. A person (individual or entity) who reimburses a lobbyist for expenses, provides funds for the lobbyist's use or furnishes other consideration to or on behalf of a lobbyist is a lobbyist employer. **Select one of the categories listed below that best describes the employer's occupation or business interest:**

Advertising/Print Media  
Agriculture  
Amusements  
Business Organization (e.g., chambers of commerce, non-aligned business groups, United for Washington, etc. Trade associations should choose a more definitive descriptive term; a medical association would select "health care: practitioners")  
Commercial services  
Construction  
Education (teacher unions should select "unions: teacher")  
Energy: nuclear  
Energy: petroleum  
Finance (banks, securities and investment firms)  
Fisheries  
Food/Beverage/Lodging  
Forest/Wood Products  
Government (county and local government associations)  
Health Care: facilities  
Health Care: insurance  
Health Care: practitioners  
Health Care: products

Insurance  
Law/Justice  
Lobbying Firm (for use by subcontractor lobbyists)  
Manufacturing  
Mining  
Real Estate/Development (including property management)  
Recreation/Leisure: arts  
Recreation/Leisure: outdoor  
Religious Organizations  
Retailing  
Social/Civic/Fraternal Organizations  
Social Services  
Tobacco  
Transportation: air  
Transportation: land  
Transportation: marine  
Unions: public employee  
Unions: teacher  
Unions: trade  
Utilities: broadcast  
Utilities: electric  
Utilities: telephone  
Utilities: water & waste

- 4 Identify the name of the person who is responsible for keeping the records that substantiate the L-2 reports. If it's the lobbyist, so state. That person could also be a treasurer or accountant for the employer who approves expense payments. Provide both the mailing address and e-mail address.
- 5 If the lobbyist receives compensation, salary, retainer or an hourly wage for lobbying, indicate how much. If no compensation is received for lobbying, put "none." If the lobbyist is a regular employee of the lobbyist employer, show the normal rate of pay unless he or she receives a different amount for the time spent lobbying. Contract lobbyists show the amount specified in their lobbying contract.

In all cases, this is a general statement of the amount or rate of pay the lobbyist anticipates receiving for lobbying. The actual amounts earned will appear on the monthly L-2 reports.

Also, check all boxes that describe the employment status with the lobbyist employer.

- 6 How and to what degree will the lobbyist be paid for lobbying expenses? If the lobbyist pays expenses from his or her salary or retainer, check "no." If the lobbyist receives a specified amount for expenses or is reimbursed for all expenses, so indicate.

In the adjoining space, indicate which expenses, if any, the employer will pay directly to the vendor on the lobbyist's behalf. [For example, vehicle rental, entertainment, gifts and travel for others charged to the employer's credit card or obligated in the employer's name.]

- 7 Indicate the expected duration of the lobbying arrangement. Regardless of what is designated here, L-2 reports will be required until notice of termination is given on the final report.

- 8 If the lobbyist employer is not a membership association or similar entity, check "No." If the employer is an association or other membership entity, and if any of the members is expected this year to pay dues, fees or other payments amounting to over \$500 or has paid over \$500 during either of the past two years in dues, fees or payments, check "Yes. The list is attached" and attach a list identifying these members. If your employer is an association or similar membership entity, and no member has paid, pays, or is expected to pay over \$500, check the box indicating "Yes. However no member has paid, pays, or is expected to pay over \$500."
- 9 Some employers have related or closely affiliated political committees whose funds may be used by the lobbyist to make political contributions. If the committee's funds are available for the lobbyist's use in making contributions, check "Yes" and identify the committee. If there is no affiliated committee or the committee's funds will not be available for making contributions, check "No."
- 10 If the registered lobbyist is a lobbying firm (business, partnership or other entity that provides lobbying services), use the space provided to identify the individuals who will conduct the actual lobbying.
- 11 Check the subject areas about which there is expected to be lobbying activity. If state agencies will be lobbied, list each agency by name.
- 12 The **registration must be signed** by the lobbyist and the president or other appropriate officer of the lobbyist employer. The registration is not valid unless signed by both.

**The ID Form:** The registration process is not complete unless a Lobbyist Identification Form, along with a 2" x 2" passport-type, glossy photo, is filed with PDC. Provide all the requested information, including the full name of all employers for whom lobbying will be undertaken.

The biography should briefly explain the lobbyist's background, present interests and be approximately 50 words long. Be sure to describe the lobbyist's qualifications, especially if they demonstrate particular expertise.

# LOBBYIST REGISTRATION

L1

(12/03)

THIS SPACE FOR OFFICE USE

1. Lobbyist Name <b>John Q. Jones</b>		Business Telephone Numbers Permanent ( 509 ) 442-1111 Temporary ( 360 ) 753-1212 Cell Phone ( 509 ) 442-1312 or Pager																																					
Permanent Business Address <b>301 Adams Street</b>																																							
City <b>Anyplace</b>	State <b>WA</b>	Zip <b>98400-0000</b>	E-Mail Address <b>jjones@aol.com</b>																																				
2. Temporary Thurston County address during legislative session <b>Ramada Inn Governor House, Room 276, 621 Capitol Way S., Olympia, WA</b>		Employer's occupation, business or description of purpose of organization <b>Manufacturing</b>																																					
3. Employer's name and address (person or group for which you lobby) <b>Association of Gizmo Manufacturers, 400 Front Street, Port City, WA 99000</b> <b>Atten: Joan Myers, Vice President, Public Affairs</b>																																							
4. Name and address of person having custody of accounts, receipts, books or other documents which substantiate lobbyist reports. (Person responsible for producing the annual L3 report) <b>Marvin Byrd, Comptroller</b> <b>(Same as Employer Address Above)</b>		E-Mail Address <b>mbyrd@aol.com</b>																																					
5. What is your pay (compensation) for lobbying? \$ 2,000 per (Month) (hour, day, month, year) Other: Explain:		Description of employment (check one or more boxes) <input type="checkbox"/> Full time employee <input type="checkbox"/> Part time or temporary employee <input checked="" type="checkbox"/> Contractor, retainer or similar agreement <input type="checkbox"/> Unsalaries officer or member of group <input checked="" type="checkbox"/> Sole duty is lobbying <input type="checkbox"/> Lobbying is only a part of other duties																																					
6. Are you reimbursed for lobbying expenses? Explain which expenses. <input checked="" type="checkbox"/> Yes: \$ 80 per (Day) <input type="checkbox"/> Yes: I am reimbursed for expenses. <input type="checkbox"/> No: I am not reimbursed for expenses.		Does employer pay any of your lobbying expenses directly? If yes, explain which ones. <b>Vehicle Rent</b>																																					
7. How long do you expect to lobby for this organization? <input checked="" type="checkbox"/> Permanent lobbyist <input type="checkbox"/> Only during legislative session <input type="checkbox"/> Other, Explain:																																							
8. Is your employer a business or trade association or similar organization which lobbies on behalf of its members? If "yes," attach a list showing the name and address of each member who has paid the association fees, dues or other payments over \$500 during either of the past two years or is expected to pay over \$500 this year. <input type="checkbox"/> No <input type="checkbox"/> Yes. However, no member has paid, pays, or is expected to pay over \$500. <input checked="" type="checkbox"/> Yes. The list is attached																																							
9. Does your employer have a connected, related or closely affiliated political action committee which will provide funds for you to make political contributions including purchase tickets to fund raising events? If so, list the name of that political action committee. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Name of the committee is: <b>Gizmo Producers and Marketers PAC</b>																																							
10. If lobbyist is a company, partnership or similar business entity which employs others to perform actual lobbying duties, list name of each person who will lobby. (See WAC 390-20-143 and 144 for instructions.) <b>N/A</b>																																							
11. Areas of interest. Lobbying is most frequent before legislative committee members or state agencies concerned with following subjects: <table><tr><td>CODE</td><td>SUBJECT</td><td>CODE</td><td>SUBJECT</td></tr><tr><td>01 <input type="checkbox"/></td><td>Agriculture</td><td>09 <input type="checkbox"/></td><td>Higher education</td></tr><tr><td>02 <input type="checkbox"/></td><td>Business and consumer affairs</td><td>10 <input type="checkbox"/></td><td>Human services</td></tr><tr><td>03 <input type="checkbox"/></td><td>Constitutions and elections</td><td>11 <input type="checkbox"/></td><td>Labor</td></tr><tr><td>04 <input type="checkbox"/></td><td>Education</td><td>12 <input type="checkbox"/></td><td>Law and justice</td></tr><tr><td>05 <input type="checkbox"/></td><td>Energy and utilities</td><td>13 <input type="checkbox"/></td><td>Local government</td></tr><tr><td>06 <input type="checkbox"/></td><td>Environmental affairs - natural resources - parks</td><td>14 <input type="checkbox"/></td><td>State government</td></tr><tr><td>07 <input type="checkbox"/></td><td>Financial institutions and insurance</td><td>15 <input type="checkbox"/></td><td>Transportation</td></tr><tr><td>08 <input checked="" type="checkbox"/></td><td>Fiscal</td><td>16 <input checked="" type="checkbox"/></td><td>Other - Specify: L&amp;I Issues</td></tr></table>		CODE	SUBJECT	CODE	SUBJECT	01 <input type="checkbox"/>	Agriculture	09 <input type="checkbox"/>	Higher education	02 <input type="checkbox"/>	Business and consumer affairs	10 <input type="checkbox"/>	Human services	03 <input type="checkbox"/>	Constitutions and elections	11 <input type="checkbox"/>	Labor	04 <input type="checkbox"/>	Education	12 <input type="checkbox"/>	Law and justice	05 <input type="checkbox"/>	Energy and utilities	13 <input type="checkbox"/>	Local government	06 <input type="checkbox"/>	Environmental affairs - natural resources - parks	14 <input type="checkbox"/>	State government	07 <input type="checkbox"/>	Financial institutions and insurance	15 <input type="checkbox"/>	Transportation	08 <input checked="" type="checkbox"/>	Fiscal	16 <input checked="" type="checkbox"/>	Other - Specify: L&I Issues	Remarks:	
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<b>CERTIFICATION:</b> I hereby certify that the above is a true, complete and correct statement.		<b>EMPLOYER'S AUTHORIZATION:</b> Confirming the employment authority to lobby described in this registration statement.																																					
12. LOBBYIST'S SIGNATURE  <b>1/4/0X</b>		EMPLOYER'S SIGNATURE, NAME TYPED OR PRINTED, AND TITLE  <b>Stanley P. Barnum, President</b> <b>1/6/0X</b>																																					

NOT VALID UNLESS SIGNED BY BOTH

# LOBBYIST REGISTRATION

L1

(12/03)

THIS SPACE FOR OFFICE USE

1. Lobbyist Name  First Rate Lobbyist		Business Telephone Numbers  Permanent ( )  Temporary ( 360 ) 459-2222  Cell Phone ( 360 ) 459-2223 or Pager	
Permanent Business Address  876 Commercial Building			
City Olympia	State WA	Zip 98500-0000	E-Mail Address frate@comcast.net
2. Temporary Thurston County address during legislative session  None		Employer's occupation, business or description of purpose of organization  Finance	
3. Employer's name and address (person or group for which you lobby) Washington Bank and Trust, 200 Evergreen Plaza Building, Olympia, WA 98502 Atten: Sheila Summers, President & CEO			
4. Name and address of person having custody of accounts, receipts, books or other documents which substantiate lobbyist reports. (Person responsible for producing the annual L3 report)  Dorothy Mathews, Accountant, First Rate Lobbyists (Same as Above)		E-Mail Address  dmathews@comcast.net	
5. What is your pay (compensation) for lobbying? \$ 3,000 per (Month) (hour, day, month, year)  Other: Explain:		Description of employment (check one or more boxes)  <input type="checkbox"/> Full time employee <input type="checkbox"/> Part time or temporary employee <input checked="" type="checkbox"/> Contractor, retainer or similar agreement <input type="checkbox"/> Unsalaries officer or member of group  <input checked="" type="checkbox"/> Sole duty is lobbying <input type="checkbox"/> Lobbying is only a part of other duties	
6. Are you reimbursed for lobbying expenses? Explain which expenses. <input type="checkbox"/> Yes: \$ _____ per _____ <input checked="" type="checkbox"/> Yes: I am reimbursed for expenses. <input type="checkbox"/> No: I am not reimbursed for expenses.		Does employer pay any of your lobbying expenses directly? If yes, explain which ones.  No	
7. How long do you expect to lobby for this organization? <input type="checkbox"/> Permanent lobbyist <input checked="" type="checkbox"/> Only during legislative session <input type="checkbox"/> Other, Explain:			
8. Is your employer a business or trade association or similar organization which lobbies on behalf of its members? If "yes," attach a list showing the name and address of each member who has paid the association fees, dues or other payments over \$500 during either of the past two years or is expected to pay over \$500 this year. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. However, no member has paid, pays, or is expected to pay over \$500. <input type="checkbox"/> Yes. The list is attached			
9. Does your employer have a connected, related or closely affiliated political action committee which will provide funds for you to make political contributions including purchase tickets to fund raising events? If so, list the name of that political action committee. <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Name of the committee is: The Trust Fund			
10. If lobbyist is a company, partnership or similar business entity which employs others to perform actual lobbying duties, list name of each person who will lobby. (See WAC 390-20-143 and 144 for instructions.)  David Web, Sam Carlson, Susan Rabinowitz and Casey Malloy			
11. Areas of interest. Lobbying is most frequent before legislative committee members or state agencies concerned with following subjects:  CODE SUBJECT 01 <input type="checkbox"/> Agriculture 02 <input checked="" type="checkbox"/> Business and consumer affairs 03 <input type="checkbox"/> Constitutions and elections 04 <input type="checkbox"/> Education 05 <input type="checkbox"/> Energy and utilities 06 <input type="checkbox"/> Environmental affairs - natural resources - parks 07 <input checked="" type="checkbox"/> Financial institutions and insurance 08 <input checked="" type="checkbox"/> Fiscal  CODE SUBJECT 09 <input type="checkbox"/> Higher education 10 <input type="checkbox"/> Human services 11 <input type="checkbox"/> Labor 12 <input type="checkbox"/> Law and justice 13 <input type="checkbox"/> Local government 14 <input type="checkbox"/> State government 15 <input type="checkbox"/> Transportation 16 <input type="checkbox"/> Other - Specify:		Remarks:	
CERTIFICATION: I hereby certify that the above is a true, complete and correct statement.		EMPLOYER'S AUTHORIZATION: Confirming the employment authority to lobby described in this registration statement.	
12. LOBBYIST'S SIGNATURE  DATE  12/18/0X		EMPLOYER'S SIGNATURE, NAME TYPED OR PRINTED, AND TITLE  DATE  Sheila Summers, President & CEO 12/18/0X	

NOT VALID UNLESS SIGNED BY BOTH



# Reporting by a Lobbyist Employer

**L-3 Due Date:** The Employer's Lobbying Expenses Report, PDC Form L-3, is due by the last day of February following the year during which the lobbying activity took place. **In 2005, the L-3 is due on Tuesday, February 28<sup>th</sup>.**

This report captures all reportable lobbying expenses incurred during the reporting period and is required of all employers of lobbyists registered during any portion of the preceding year, whether or not there is any reportable activity to disclose.

Employers file a "zero" L-3 report if no lobbying compensation and other reportable lobbying expenditures were paid or incurred during the year.

**Accrual Basis Reporting:** Remember to report expenses and compensation on an accrual basis. That is, report them for the year in which they were incurred or earned, not necessarily when paid or received.

**Non-Reportable Expenditures:** By law or administrative rule, certain types of lobbying expenditures are exempt from reporting. Lobbyist employers may be billed for these expenditures; nevertheless, they are not reportable on the lobbyist's L-2 form or the employer's L-3. These non-reportable expenditures made by or on behalf of the lobbyist include:

- 1) unreimbursed personal living and travel expenses unless they are directly for lobbying;
- 2) expenses for personal living accommodations (whether they are for maintenance of the lobbyist's home or for rented or leased accommodations, including hotel and motel rooms);
- 3) personal travel expenses to hearings of the legislature\* (e.g., mileage, vehicle rentals, other transportation, meals, beverages, laundry, parking, toiletry purchases, etc.);
- 4) telephone and facsimile expenses;
- 4) office expenses, including rent;
- 5) support staff expenses, including salaries, unless the staffer lobbies; and
- 7) expenses to produce reports, documents and other communications primarily designed for other purposes and distributed incidentally as part of the lobbying effort.

(\*Note: "Hearings of the legislature" means any regular or special session of the state legislature or any publicly announced meeting of a standing, conference, joint or special committee of either house of the legislature. Travel for other lobbying purposes, such as for meetings with individual legislators or staff, state agency hearings or to attend political fund raisers, etc., is reportable.)

**The L-3 Form:** Listed below are step-by-step instructions for completing the L-3 report. Remember, this report discloses all reportable lobbying expenditures incurred during the year, not simply those reported by the lobbyist(s). Take care, however, not to show an expenditure more than once on the L-3. Duplicating expenses -- and thus inflating the total amount reported -- is one of the more common mistakes made by employers. See page 26 for an example of a completed L-3 report.

Item #	Explanation
--------	-------------

- |   |   |
|---|---|
| 1 | Print or type the employer's full name, contact person, mailing address, telephone number and e-mail address. <b>Use the same employer name that appears on the L-1 registration statement.</b> Note any name change in a letter accompanying the L-3 report. |
|---|---|

- 2 On a separate line, list each individual, firm or company that was registered (or should have been registered) to lobby on your behalf at any time during the reporting period. Use an additional sheet if you had more than three lobbyists.

For each, in Column 1, show the amount incurred (what was paid and may be owing) during the year for lobbying-related compensation. Show other reportable lobbying expenditures made to or through the lobbyist in Column 2. (Note the difference between billable and reportable expenses; you may have been billed for and paid your lobbyist's lodging expenses as well as expenses for his or her traveling to sessions of the legislature. These are among the non-reportable expenses listed above. Neither the lobbyist nor the employer should include them on their reports.)

In Column 1, do include amounts paid or due the lobbyist for compensation, salary, retainer, and contract payments for lobbying (as opposed to payments for consulting, management or other non-lobbying services the lobbyist may have performed). Include any funds set aside for deferred income, bonuses or the value of similar deferred payments paid or due. If the lobbyist is a regular employee of the employer, it is not necessary to compute and report ordinary fringe benefits. If the person lobbied only part-time, compute the portion of the salary, retainer or other accrued compensation that represents the time spent lobbying.

In Column 2, include amounts paid or due the lobbyist for: reportable personal expenses; entertainment, gifts and travel for legislators, state officials and employees and their families; contributions to elected officials, candidates and political committees that were transmitted or delivered by the lobbyist; advertising, printing, and other informational literature; and other reportable expenses paid to or through the lobbyist in support of your lobbying objectives.

The total amount you disclose for each lobbyist in Item 2 should closely approximate the total amount reported by the lobbyist as having been earned, received or due from you, assuming each of you is accurately disclosing only reportable compensation and expenditures. It must also be noted, however, that the figures you report should not be a recapitulation of what the lobbyist reported; **your records must support the amounts shown on your report.**

- 3 In Items 3 through 7, you will report expenditures that are over and above what is reported in Item 2. If, in Items 3 - 7, you include expenses already accounted for in Item 2, you will erroneously inflate the overall total lobbying expense figure computed at the bottom of the front page of the report.
- 3a What, if any, expenses did you pay directly to others on behalf of your registered lobbyist(s) that have not already been reported by the lobbyist and accounted for in Item 2? Did your lobbyist(s) charge reportable travel expenses on your organization's credit card? Include on line 3a any reportable lobbying expenses incurred during the reporting period that were paid directly to the vendor and that are not already reflected in the total amount shown for the lobbyist in Item 2.
- 3b Show the total expenses (for compensation and other lobbying related costs) you incurred to obtain the services of independent, "outside" expert witnesses or others retained to provide lobbying assistance who were not required to register as lobbyists, perhaps because they lobbied less than four days in a three-month period or lobbied only at public hearings. You do not need to report the costs associated with utilizing the services of your regular employees if they served as casual lobbyists or otherwise were exempt from registering.
- 3c If you made expenditures -- in addition to what was spent through your lobbyist and reported in Item 2 -- to provide legislators, state officials, state employees, and members of their immediate families with entertainment, tickets, passes, travel expenses (e.g., transportation, meals, lodging, etc.) or enrollment or course fees you report that total amount on line 3c. In addition, itemize each expense or occasion in Item 9 on the reverse of the form.

Promotional gifts to legislators and other officials such as desk calendars, pens, golf balls, memo books, etc, would be incorporated in the amount reported on line 3c, unless the cost of such items is already included in Item 2. Any item that is provided to a legislator, state official or employee for lobbying purposes is reportable.

Keep in mind that nothing in the disclosure law authorizes a lobbyist or lobbyist employer to provide an item to an official or employee in violation of the state Ethics Law, RCW 42.52. Questions regarding the permissibility of "gifts" should be directed to either the Legislative Ethics Board (360/786-7540), the Executive Ethics Board (360/664-0871), or the Judicial Conduct Commission (360/753-4585).

3d If you made expenditures -- in addition to what was spent through your lobbyist and reported in Item 2 -- for the composition, design, production and distribution of informational materials (audio, visual or print) produced primarily for lobbying purposes, disclose that total figure on line 3d. Do not include the costs associated with the production of materials designed primarily for another purpose, but used incidentally for lobbying (e.g., an employer's annual report or a legally mandated environmental impact statement distributed to legislators).

3e On line 3e, report any expenses incurred during the reporting period -- and not included in Item 2 above -- for advertising or other communications with the general public and your customers and clients in order to further your lobbying effort.

If the lobbyist employer is a membership organization, you need not include the costs of communicating with your members; similarly corporations are not required to report communications with their stockholders or management staff. Nor do lobbyist employers need to include the costs of communicating with the public or their customers and clients regarding an action already taken by the legislature or a state agency unless the employer is advocating a change to that action.

Employers will, however, show on the L-3 any amounts already reported during the year on an L-6, a grass roots lobbying report, including any expenses related to conducting a grass roots lobbying campaign with respect to an initiative to the legislature. Also note that an advertisement in a candidate or political committee publication is reported as a campaign contribution rather than advertising.

Be aware that "advertising" includes the preparation, printing or manufacture and distribution or dissemination of printed material, broadcasts, and promotional material that is clearly of an advertising nature and has a separate identifiable cost related to a lobbying effort. See page 10 for information concerning grass roots lobbying.

4 Report, on line 4a, the total amount of contributions -- not otherwise accounted for in Item 2 -- made by the employer directly to a candidate for state office, or to political committees supporting or opposing candidates for state office or to political committees supporting or opposing statewide ballot propositions. Also include all contributions previously reported on PDC Form L-3c.

(Note that while a lobbyist employer is required to report on the L-3 only contributions to state candidates and committees supporting and opposing them and committees supporting state ballot propositions, L-3c reports must also disclose contributions to state and local officials, candidates for state and local office, public agency employees and any political committee.)

Each contribution exceeding \$25 included in the total on line 4a must be itemized on line 10.

Reportable employer contributions include:

- campaign contributions to candidates for statewide and legislative office;
- contributions to political party organizations and other political committees;
- tickets to fund raisers, including caucus political committee events;
- contributions to political committees supporting or opposing a state ballot proposition;
- in-kind contributions of staff assistance, office space, equipment, postage and copying services;

- donation or use of goods or services for less than fair market value;
- forgiveness of a debt;
- loans to a candidate or political committee; and
- campaign contributions from affiliated subsidiary or parent corporations, if the contribution was made at the request or direction of the lobbyist employer.

The term "**candidate for state office**" includes a candidate for governor, lieutenant governor, secretary of state, attorney general, state auditor, state treasurer, superintendent of public instruction, commissioner of public lands, insurance commissioner, state senator, and state representative.

"**State ballot proposition**" means any initiative to the people, recall of a state elected official, referendum or other measure to be submitted to the voters of the entire state. Any ballot measure required to be filed with the Secretary of State and voted on by all voters of the state is a state ballot proposition.

**Contributions made by a political committee associated, affiliated or closely connected with the employer are not reported on the L-3**, but rather are shown on the PAC's campaign disclosure reports. If the employer has an affiliated PAC that made contributions, simply identify the PAC in the space provided on line 4a.

(Note that lobbyists who deliver or transmit contributions from any source, including an employer affiliated political committee, must itemize those contributions on his or her L-2 report.)

A PAC is connected, related to, or closely affiliated with a lobbyist employer if the employer provides a substantial portion of the funds used by the PAC, provides funds or personnel to establish, direct or administer the committee; assists in the solicitation and collection of contributions from PAC members; has as members of the PAC primarily employees, stockholders or members of the firm, association, union or organization; employs or controls activities of the PAC officers or directors; or similarly exercises control over the contributions received and expenditures made by the PAC.

If an employer merely belongs to an association, union or organization that has a PAC, and the employer makes contributions to that PAC, these facts alone do not make that PAC connected, related or closely affiliated with the employer.

- 5 Show the total amount spent during the year for "independent expenditures" supporting or opposing one or more candidates for state office or statewide ballot measures. As the name implies, "**independent expenditures**" are those made totally independent of a candidate's campaign, political consultant, or any agent of the candidate. If the expense relates to a ballot measure, it must be done independently of any committee supporting or opposing the ballot measure. Expenditures not done independently of a candidate's campaign or agent (or, in the case of ballot measures, committees supporting or opposing the measure) count as contributions to that candidate or ballot measure committee.

Reportable independent expenditures must also be for political advertising costing over \$675 in the aggregate that supports or opposes a state office candidate or a statewide ballot measure. Itemize each independent expenditure in Item 11.

- 6 Show the aggregate of payments made or incurred to legislators, state elected officials, state appointed officials, state employees or members of their immediate families or to companies in which these persons were officers, directors or major stockholders (they owned 10% or more) if the payments were for the purpose of honoring or benefiting the person because of his or her official position. For example, if the lobbyist employer gave a contract to an elected official because of his or her office, report the amount of the contract here and give the details concerning the transaction in Item 14. Do not include payments made in the normal course of your business.

**"Immediate family"** includes the official's spouse, dependent children, and other dependent relatives if they live in the official's household.

- 7 Show the total expenditures made or incurred for other reportable lobbying expenses not included in Items 2 through 6 above. Example: A lobbyist employer (independent of the lobbyist) makes a contribution to a charitable or civic organization at the request or suggestion of a public official.

For any expenses accounted for on line 7, attach a list itemizing each expense according to date, recipient, purpose and amount.

**Compute the employer's Total Lobbying Expenses by adding Items 2 through 7 and place the amount on the line provided.**

- 8 After both sides of the form are completed, the report must be signed by the organization president, treasurer, comptroller or similar officer who is responsible for the lobbying effort and its financing. Include this officer's typed or printed name and title under the signature.

If the report is prepared by an individual or business other than the person signing the form, please provide the preparer's name and daytime telephone number on an attached sheet.

- 9 On the front of the form, you provided a lump sum total for direct expenditures made to entertain, or to provide gifts, travel or enrollment or course fees for legislators, state officials, state employees and members of their immediate families. In this section, you itemize each such expenditure that exceeds \$25. Also include the value of transportation in employer-owned vehicles or aircraft. Supply all the information requested on the form, plus the identity of all persons who were entertained or received an item. Attach additional pages if more space is required.
- 10 In this block, itemize contributions made directly by the employer that aggregate over \$25 to candidates for state office, political committees (PACs) that support or oppose candidates, or committees supporting or opposing statewide ballot measures. Again, supply all the information requested. If a recipient's total results from more than one contribution, list each date a contribution was made in the date column. If necessary, attach additional pages.
- 11 Itemize independent expenditures for political advertising that either alone or in conjunction with other such expenditures supporting or opposing a state office candidate or a statewide ballot measure total \$675 or more. See Item 5 above (or WAC 390-16-313) for more information on "independent expenditures." A "candidate for state office" is defined on page 23. Supply all information specified on the form. Call PDC at (360) 753-1111/toll free 1-877-601-2828 for assistance.
- 12 Provide details (as specified on the form) concerning state elected officials, legislators, successful candidates for these offices and members of their immediate families to whom the lobbyist employer paid or incurred an obligation to pay \$1,500 or more during the reporting period for employment or professional services. Use the dollar code to show the range of the total compensation paid.
- Do not include the names of officials, successful candidates or their family members from whom the employer has purchased real estate or other tangible goods in a normal business transaction.
- "State elected official"** means the governor, lieutenant governor, secretary of state, attorney general, state auditor, state treasurer, superintendent of public instruction, commissioner of public lands, insurance commissioner, state senator and state representative, or any person appointed to fill a vacancy in one of those offices.
- 13 In this section, disclose the details if compensation of \$1,500 or more was paid or is due to be paid by the lobbyist employer for professional services provided during the reporting period by any corporation, partnership, joint venture, association or other entity in which a state elected official, successful candidate for state office or member of the official's or candidate's immediate family holds office, partnership,

directorship or ownership interest of 10% or more.

In other words, if the employer paid over \$1,500 for professional services to a business in which an official, successful candidate or family member of either of these is involved, disclose the details of the payment. For example, payments for architect fees, legal fees or retainers, investment, accounting, engineering and medical services, as well as training or education contracts and similar consultative services would be reported.

Do not include the names of companies or organizations from which the employer purchased goods or tangible products in the normal course of business at fair market value.

- 14 Itemize in this section those separate payments to honor, influence or benefit state elected officials, successful candidates for state office or their family members that are incorporated in the total shown in Item 6 on the front of the form.

Include honoraria, speaker's fees, payment of medical bills or office staff or equipment, as well as any contracts and fees given to state officials, successful state office candidates or their immediate family members on a selective basis.

**None of the above reporting requirements constitutes authority to provide an official or employee with any item or service that is prohibited by the state Ethics Law, RCW 42.52.**



PUBLIC DISCLOSURE COMMISSION  
711 CAPITOL WAY RM 206  
PO BOX 40908  
OLYMPIA WA 98504-0908  
(360) 753-1111  
TOLL FREE 1-877-601-2828

## Employer's Lobbying Expenses

# L3

12/03

THIS SPACE FOR OFFICE USE

1. Employer's Name (Use complete company, association, union or entity name.)

Association of Gizmo Manufacturers

Attention (Identify person to whom inquiries about the information below should be directed; NOT the lobbyist.)

Joan Myers, VP, Public Affairs

Mailing Address

400 Front Street

Telephone

(206 ) 334 -5011

City

Port City

State

WA

Zip + 4

99000-0000

E-Mail Address

jmyers@aol.com

**THIS REPORT MUST BE FILED BY THE LAST DAY OF FEBRUARY. Include expenditures made and accrued during the previous calendar year for lobbying the Washington State Legislature and/or any state agency. Complete all sections. Use "none" or "0" when applicable.**

2. Identify each of your lobbyists/lobbying firms below. **In column 1**, show the full amount of salary or fee each earned for lobbying. **In column 2**, show the full amount paid (plus obligated) for other lobbying related expenses that were made by or through the lobbyist and reported by the lobbyist on the monthly L-2 report (e.g., contributions to legislative candidates, reimbursement for entertainment expenses, etc.). Compute the subtotals across and down the columns; put the grand total of expenses incurred by or through lobbyists in the space designated.

Names of Registered Lobbyists (if payments were to lobbying firm, list firm name)

John Q. Jones

Col 1-Salary

\$ 30,000.00

Col 2-Other

\$ 3,600.00

Total Amount

\$ 33,600.00

Total From Attached Page

☐ Information continued on attached pages

Total Expenses By or Through Lobbyists

\$ 33,600.00

**DO NOT INCLUDE EXPENDITURES ALREADY ACCOUNTED FOR IN ITEM 2 ABOVE when completing Items 3 through 7 below.**

3. Other expenditures made by the employer for lobbying purposes. **Show total expenditures made/accrued:**

a. to vendors on behalf of or in support of registered lobbyists (e.g., entertainment credit card purchases);

\$ 476.00

b. to or on behalf of expert witnesses or others retained to provide lobbying services who offer specialized knowledge or expertise that assists the employer's lobbying effort;

749.00

c. for entertainment, tickets, passes, travel expenses (e.g., transportation, meals, lodging, etc.) and enrollment or course fees provided to legislators, state officials, state employees and members of their immediate families; (Also complete Item 9.)

2,826.00

d. for composing, designing, producing and distributing informational materials for use primarily to influence legislation; and

0.00

e. for grass roots lobbying expenses, including those previously reported by employer on Form L-6, and payments for lobbying communications to clients/customers (other than to corporate stockholders and members of an organization or union).

218.00

4. Political contributions to candidates for legislative or statewide executive office, committees supporting or opposing these candidates, or committees supporting or opposing statewide ballot measures. (Also complete Item 10.)

a. Contributions made directly by the employer, including those previously reported on PDC Form L-3c.

700.00

b. If contributions were made by a political committee associated, affiliated or sponsored by the employer, show the PAC name below. (Information reported by the PAC on C-4 reports need not be again included as part of this L-3 report.)

Name of PAC \_\_\_\_\_

5. Independent expenditures supporting or opposing a candidate for legislative or statewide executive office or a statewide ballot measure. (Also complete Item 11.)

650.00

6. Expenditures to or on behalf of legislators, state officials, their spouses and dependents for the purpose of influencing, honoring or benefiting the legislator or official. (Normal course of business payments are not reportable.) (Also complete Item 14.)

919.00

7. Other lobbying-related expenditures, whether through or on behalf of a registered lobbyist. Attach list itemizing each expense (i.e., show date, recipient, purpose and amount). Do not include payments accounted for above.

0.00

**Total Lobbying Expenses**

(Items 2 thru 7)

\$ 40,138.00

8. This report must be certified by the president, secretary-treasurer or similar office of lobbying employer.

**Certification: I certify that this report is true, complete and correct to the best of my knowledge.**

Stanley P. Barnum

Signature of Employer Officer

Date

Printed Name and Title of Officer: President

2/26/0X

CONTINUE ON REVERSE

Employer's Name

Association of Gizmo Manufacturers

Year report covers:

200X

9. Entertainment, tickets, passes, travel expenses (including transportation, meals, lodging, etc.) and enrollment or course fees provided to legislators, state officials, state employees and members of their immediate families. See instruction manual for details.

Name and Title	Cost or Value	Date and Description of Expense
Senator Jones, Aikens and Myers, and Reps. Allen, Snodgrass and Murray (plus their spouses)	\$ 1,120.00	April 11, benefit dinner co-sponsored With Greater Seattle United Charities
John Smith, Senate Research Analyst	150.00	Appreciation Plaque
Senator Aikens	1,556.00	Travel, lodging, meals re presentation At meeting of Gizmo Manufacturers July 17 Lake Louise
<input type="checkbox"/> Information continued on attached pages		

10. Contributions (not reported by the lobbyist) totaling over \$25 to a legislative or statewide executive office candidate, a committee formed to support or oppose one of these candidates or a committee supporting or opposing a statewide ballot measure. Do not list employer-affiliated PAC contributions.

Name of Recipient	Amount	Date (and, if In-Kind, Description)
Independent Party Exempt Fund	\$ 250.00	January 5, 200X
Citizens for Initiative 999	200.00	May 22, 200X
Gail Godfrey Fund Raiser	50.00	August 1, 200X
Rep. Jones Campaign Fund	100.00	August 14, 200X
Peter Swift Campaign	100.00	September 1, 200X
<input type="checkbox"/> Information continued on attached pages		

11. Independent expenditures in support of or opposition to a) a legislative or statewide executive office candidate or b) a statewide ballot proposition.

**See instruction manual for definition of "independent expenditure."**

Candidate's Name, Office Sought & Party or Ballot Proposition Number & Brief Description	Amount	Date and Description of Expense (Note if Support or Oppose)
Mary Bell, State Senate 50 <sup>th</sup> District, Independent Party	\$ 650.00	November 1, 200X; half-page ad in Support; Daily Chronicle, Anyplace, WA
<input type="checkbox"/> Information continued on attached pages		

12. Compensation of \$1,500 or more during the preceding calendar year for employment or professional services paid to state elected officials, successful candidates for state office and each member of their immediate family.

Name	Relationship to Candidate or Elected Official if Member of Family	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation
Jack Broen	Spouse, Sen. Kay Brown	E	Mgr., R&D Division, Gizmo Manufacturers Assn.
<input type="checkbox"/> Information continued on attached pages			

13. Compensation of \$1,500 or more during the preceding calendar year for professional services paid to any corporation, partnership, joint venture, association or other entity in which state elected official, successful state candidate or member of their immediate family hold office, partnership, directorship or ownership interest of 10% or more.

Firm Name	Person's Name	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation
Design Services Rich & Richer, P.S.	Rep. David Nurn Sen. Nancy Rich	E D	Architectural Services Legal Services
<input type="checkbox"/> Information continued on attached pages			

14. Any expenditure, not otherwise reported, made directly or indirectly to a state elected official, successful candidate for state office or member of their immediate family, if made to honor, influence or benefit the person because of his or her official position.

Name	Amount	Date and Purpose
Senator George Craft	\$ 419.00	Expenses, trade mission
Lt. Governor May Gross	500.00	Honorarium, annual convention
<input type="checkbox"/> Information continued on attached pages		

**\*\*DOLLAR  
CODE AMOUNT**

A - \$1 to \$2,999  
B - \$3,000 to \$14,999  
C - \$15,000 to \$29,999

**\*\*DOLLAR  
CODE AMOUNT**

D - \$30,000 to \$74,999  
E - \$75,000 or more



**Contribution Limits and Restrictions:** Lobbyist employers needing detailed information about the restrictions contained in the law's campaign financing provisions should contact PDC at (360) 753-1111/toll free 1-877-601-2828. Below is some basic information.

No contributor -- except a bonafide political party or a caucus political committee -- may give in the aggregate more than the following amounts to:

<b>Legislative Candidate</b>	\$700-primary \$700-general
<b>State Executive Office Candidate</b>	\$1,400-primary \$1,400-general

No contributor -- except an individual, bona fide political party or caucus political committee -- may give in the aggregate more than the following to:

<b>Legislative Caucus Committee</b>	\$700 per year
<b>Major Party:</b>	
<b>State Committee</b>	\$3,500 per year*
<b>County Central Com.</b>	\$3,500 per year*
<b>Leg. District Com.</b>	\$3,500 per year*
<b>Minor Party</b>	\$3,500 per year*

(\*Note that these limits apply to contributions given to the party committee's non-exempt, hard money account. All contributors may give an unlimited amount to a party committee's exempt, soft money account. Use a separate check to make soft money contributions (i.e., do not combine hard and soft money contributions in the same check). Soft money contributions must be made payable to "Exempt Account" or otherwise clearly state the funds are to be used for "Exempt Activities.")

**Deadlines for Contributions:** Contributions given to state office candidates with respect to the primary election may not be made after the date of the primary unless a candidate lost the primary and has debt to retire. Contributions can be made to candidates that lost in the primary until thirty days after the primary to satisfy outstanding debt incurred during the primary election. Contributions given for the general election may not be made after November 30.

**Separate Limits:** Each lobbyist employer has a separate contribution limit unless the employer

- 1) controls a political committee as described in RCW 42.17.660(1);
- 2) is affiliated with another entity for limit purposes under RCW 42.17.660(2) and WAC 390-16-309;
- 3) exerts "direction or control" over another person's contribution as set out in RCW 42.17.670,
- 4) receives "direction or control" from another person with respect to a contribution, or
- 5) is prohibited from contributing to state office candidates under RCW 42.17.640(11).

See "Affiliated Entities" and "Direction or Control of Another's Contribution" on page 29 and "Prohibited Contributions" following this section.

**Prohibited Contributions:** The following entities may NOT contribute to candidates for state office:

- 1) corporations and business entities not doing business in Washington state;
- 2) labor unions with fewer than ten members who reside in Washington state; and
- 3) political committees that, during the 180 days prior to making a contribution, have not received contributions of \$10 or more from at least 10 persons registered to vote in Washington state.

**Collaboration:** Expenditures made in cooperation, consultation or concert with, or at the request or suggestion of, a candidate, political committee or their agents are considered in-kind contributions to the candidate or committee and are subject to any applicable limits.

**Reproduction of Political Ads:** Persons making expenditures to disseminate, distribute or republish all or a portion of a political ad prepared by a candidate, political committee or their agents have made a contribution to the candidate or committee and the donation is subject to any applicable limits.

**Session Freeze:** During the legislative session, the 30 days before and after session or during any special session, all legislators and state executive office holders (or persons employed by or acting on behalf of one or more of these officials) are prohibited from soliciting or accepting many types of contributions. See WAC 390-17-400 for more details.

**Bundling:** Only individuals may be intermediaries for contributions to candidates and political committees. All lobbyists may transmit contributions from their employers. However, a lobbyist employer that is a business, union, association, PAC or other entity is prohibited from collecting contributions and transmitting those contributions to the intended recipient.

**Intermediary:** An individual who transmits a contribution on behalf of anyone -- except his or her employer, immediate family member and association to which he or she belongs -- becomes an **intermediary** and must disclose to the recipient his or her full name, street address, occupation, name of employer and, if self-employed, place of business and the same information for the contributor. (For example, if a lobbyist delivers a contribution from a PAC that is not the lobbyist's employer -- even though the PAC may be affiliated with the employer -- the lobbyist is an **intermediary** and must supply the recipient with the information noted above.)

**Direction or Control of Another's Contribution:** If an intermediary or conduit for a contribution originating from another source exercises any "direction or control" over the choice of the recipient candidate or state official, the contribution is considered to be by both the original contributor and the conduit or intermediary.

According to WAC 390-20-148, a lobbyist has exercised "direction or control" over an employer's contribution if the lobbyist:

- 1) officially decides who is to receive a contribution from the employer or the employer's political committee;  
or
- 2) has the ability to execute or authorize payment of a contribution by the employer or the employer's PAC.

Lobbyists who only make recommendations regarding employer contributions would not be exercising "direction or control" over the contribution.

**Written Instrument:** Monetary contributions exceeding \$70 made by individuals, associations, unions, and businesses must be by written instrument. All PAC monetary contributions must be by written instrument.

**No Reimbursement or Salary Increase:** No one may be reimbursed directly or indirectly by anyone else for a contribution to a candidate, political committee or political party. **(Therefore, lobbyists may not be reimbursed for contributions they make; if lobbyist employers want to make contributions, they must do so directly or provide a check for the lobbyist to deliver.)** Further, no employer may give an officer or employee a salary increase or bonus with the intention that all or part of it be spent to support or oppose a

candidate, political party or other political committee.

***Affiliated Entities:*** According to statute and administrative rules, some entities are "affiliated" with others for purposes of the contribution limit. For instance, the following entities share the same limit (except as provided in WAC 390-16-311): parent corporations and their subsidiaries, corporate branches and divisions; international, national, state, and local affiliates of the same union or other membership organization. See RCW 42.17.660 and WACs 390-16-309 and 390-16-311.

***Political Expenditures Report:*** If an organization, business, union or the like contributes over \$14,500 in the aggregate to state office candidates and statewide ballot measures or spends over \$700 in independent expenditures benefiting these candidates or ballot measures, that entity must file a C-7 report of this activity by the last day of February for the preceding calendar year, unless the entity files standard campaign reports or the L-3 lobbyist employer report and discloses the information as part of these filings. (That is, while lobbyist employers would simply continue to file an L-3 report by the last day of February, lobbyist firms or businesses might have to file this special C-7 report.) See RCW 42.17.180.

## Employer's Lobbying Expenses

**L3**  
12/03

THIS SPACE FOR OFFICE USE

1. Employer's Name (Use complete company, association, union or entity name.)

Attention (Identify person to whom inquiries about the information below should be directed; NOT the lobbyist.)

Mailing Address

Telephone

( ) -

City

State

Zip + 4

E-Mail Address

**THIS REPORT MUST BE FILED BY THE LAST DAY OF FEBRUARY.** Include expenditures made and accrued during the previous calendar year for lobbying the Washington State Legislature and/or any state agency. Complete all sections. Use "none" or "0" when applicable.

2. Identify each of your lobbyists/lobbying firms below. In column 1, show the full amount of salary or fee each earned for lobbying. In column 2, show the full amount paid (plus obligated) for other lobbying related expenses that were made by or through the lobbyist and reported by the lobbyist on the monthly L-2 report (e.g., contributions to legislative candidates, reimbursement for entertainment expenses, etc.). Compute the subtotals across and down the columns; put the grand total of expenses incurred by or through lobbyists in the space designated.

Names of Registered Lobbyists (if payments were to lobbying firm, list firm name)

Col 1-Salary

Col 2-Other

Total Amount

\$

\$

\$

Total From Attached Page

☐ Information continued on attached pages

Total Expenses By or Through Lobbyists

\$

**DO NOT INCLUDE EXPENDITURES ALREADY ACCOUNTED FOR IN ITEM 2 ABOVE when completing Items 3 through 7 below.**

3. Other expenditures made by the employer for lobbying purposes. Show total expenditures made/accrued:

a. to vendors on behalf of or in support of registered lobbyists (e.g., entertainment credit card purchases);

\$

b. to or on behalf of expert witnesses or others retained to provide lobbying services who offer specialized knowledge or expertise that assists the employer's lobbying effort;

c. for entertainment, tickets, passes, travel expenses (e.g., transportation, meals, lodging, etc.) and enrollment or course fees provided to legislators, state officials, state employees and members of their immediate families; (Also complete Item 9.)

d. for composing, designing, producing and distributing informational materials for use primarily to influence legislation; and

e. for grass roots lobbying expenses, including those previously reported by employer on Form L-6, and payments for lobbying communications to clients/customers (other than to corporate stockholders and members of an organization or union).

4. Political contributions to candidates for legislative or statewide executive office, committees supporting or opposing these candidates, or committees supporting or opposing statewide ballot measures. (Also complete Item 10.)

a. Contributions made directly by the employer, including those previously reported on PDC Form L-3c.

b. If contributions were made by a political committee associated, affiliated or sponsored by the employer, show the PAC name below. (Information reported by the PAC on C-4 reports need not be again included as part of this L-3 report.)

Name of PAC

5. Independent expenditures supporting or opposing a candidate for legislative or statewide executive office or a statewide ballot measure. (Also complete Item 11.)

6. Expenditures to or on behalf of legislators, state officials, their spouses and dependents for the purpose of influencing, honoring or benefiting the legislator or official. (Normal course of business payments are not reportable.) (Also complete Item 14.)

7. Other lobbying-related expenditures, whether through or on behalf of a registered lobbyist. Attach list itemizing each expense (i.e., show date, recipient, purpose and amount). Do not include payments accounted for above.

**Total Lobbying Expenses**

(Items 2 thru 7)

\$

8. This report must be certified by the president, secretary-treasurer or similar office of lobbying employer.

**Certification: I certify that this report is true, complete and correct to the best of my knowledge.**

Signature of Employer Officer

Date

Printed Name and Title of Officer:

CONTINUE ON REVERSE

Employer's Name

Year report covers:

9. Entertainment, tickets, passes, travel expenses (including transportation, meals, lodging, etc.) and enrollment or course fees provided to legislators, state officials, state employees and members of their immediate families. See instruction manual for details.

Name and Title	Cost or Value	Date and Description of Expense
	\$	
<input type="checkbox"/> Information continued on attached pages		

10. Contributions (not reported by the lobbyist) totalling over \$25 to a legislative or statewide executive office candidate, a committee formed to support or oppose one of these candidates or a committee supporting or opposing a statewide ballot measure. Do not list employer-affiliated PAC contributions.

Name of Recipient	Amount	Date (and, if In-Kind, Description)
	\$	
<input type="checkbox"/> Information continued on attached pages		

11. Independent expenditures in support of or opposition to a) a legislative or statewide executive office candidate or b) a statewide ballot proposition.  
**See instruction manual for definition of "independent expenditure."**

Candidate's Name, Office Sought & Party or Ballot Proposition Number & Brief Description	Amount	Date and Description of Expense (Note if Support or Oppose)
	\$	
<input type="checkbox"/> Information continued on attached pages		

12. Compensation of \$1,500 or more during the preceding calendar year for employment or professional services paid to state elected officials, successful candidates for state office and each member of their immediate family.

Name	Relationship to Candidate or Elected Official if Member of Family	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation
<input type="checkbox"/> Information continued on attached pages			

13. Compensation of \$1,500 or more during the preceding calendar year for professional services paid to any corporation, partnership, joint venture, association or other entity in which state elected official, successful state candidate or member of their immediate family hold office, partnership, directorship or ownership interest of 10% or more.

Firm Name	Person's Name	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation
<input type="checkbox"/> Information continued on attached pages			

14. Any expenditure, not otherwise reported, made directly or indirectly to a state elected official, successful candidate for state office or member of their immediate family, if made to honor, influence or benefit the person because of his or her official position.

Name	Amount	Date and Purpose
	\$	
<input type="checkbox"/> Information continued on attached pages		

**\*\*DOLLAR CODE**

**AMOUNT**

A - \$1 to \$2,999

B - \$3,000 to \$14,999

C - \$15,000 to \$29,999

**\*\*DOLLAR CODE**

**AMOUNT**

D - \$30,000 to \$74,999

E - \$75,000 or more

(Use this page if you need additional space for Items 2 or 9)

Year report covers:

# L3

2. Names of Registered Lobbyists	Col 1-Salary	Col 2-Other	Total Amount
	\$	\$	\$

9. Entertainment, etc.		
Name and Title	Cost or Value	Date and Description of Expense
	\$	

INFORMATION CONTINUED

(Use this page if you need additional space for Items 10 or 11)

L3

Employer's Name

Year report covers:

10. Contributions

Name of Recipient	Amount	Date (and, if In-Kind, Description)
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\$

11. Independent expenditures

Candidate's Name, Office Sought & Party or Ballot Proposition Number & Brief Description	Amount	Date and Description of Expense (Note if Support or Oppose)
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\$

(Use this page if you need additional space for Items 12 thru 14)

Year report covers:

Year report covers:

12. Compensation of \$1,500 or more for employment, etc.

Name	Relationship to Candidate or Elected Official if Member of Family	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation

## 13. Compensation of \$1,500 or more for professional services

Firm Name	Person's Name	Amount (Code)**	Description of Consideration or Services Exchanged for Compensation

## 14. Any expenditure not otherwise reported

Name	Amount	Date and Purpose
	\$	

**\*\*DOLLAR**

CODE	AMOUNT
------	--------

D - \$30,000 to \$74,999  
E - \$75,000 or more



## Employer of Lobbyist Monthly Political Contribution Report

**L-3C**  
1/02

THIS SPACE FOR OFFICE USE

Employer's Name (Use complete company, association, union or entity name.)

Mailing Address

City

State

Zip

**Who Must File Report:** Employers of lobbyists registered in Washington State making one or more contributions, including in-kind contributions, during one calendar month totaling more than \$100 to a candidate for state or local office, an elected state or local official, an officer or employee of any public agency, or a political committee. *Employer contributions made through and reported by a registered lobbyist or an employer-affiliated PAC are not reportable on an L-3c*

**What Must Be Reported:** Contributions, including a loan, gift, deposit, subscription, forgiveness of indebtedness, donation, advance, pledge, payment, or transfer of anything of value, including personal and professional services for less than full consideration. Contributions to campaign accounts and public office fund accounts are reportable.

**When Is The Report Filed:** Within 15 days after the last day of each calendar month during which reportable contributions were made. Reports are considered filed as of the post mark or hand-delivery date to PDC.

**Itemize contributions that alone, or together with other contributions to the same recipient, total over \$100 during the calendar month specified above.** If space provided is insufficient, use additional L-3c forms or 8 1/2" x 11" white paper.

Date of Contribution	Name and Address of Recipient	Description of Contribution*	Amount or Value*
			\$

\*See next page for details.

Certification: I certify that the information contained herein is true and complete to the best of my knowledge.

Name and title of person authorized to sign on employer's behalf

Signature

Date

---

**Description of Contribution**

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**Monetary**

Monetary contributions are those made in cash or by check, money order or other negotiable instrument. If total in amount column represents aggregate total given that recipient during the month (i.e., more than one contribution), indicate the date and amount of each contribution figured into the total.

For contributions given to incumbent candidates and elected officials, indicate whether the contribution is for the recipient's campaign account or public office account.

**In-Kind**

Donated goods or services qualify as reportable contributions. In-kind contributions include such things as discounts on products or services, free transportation, free or reduced-rate office space, personal services, polling services, professional assistance to campaign managers and help with preparation of political advertising.

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**Amount or Value of Contribution**

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If the aggregate amount or value contributed to one recipient (candidate, elected official, agency officer or employee, or political committee) during a calendar month was over \$100 -- and the aggregate contribution was not reported by your lobbyist on his/her monthly report or the aggregate contribution was not made through and reported by your affiliated PAC -- put the total contributed in the Amount or Value column and provide the other required information.

**In-Kind**

Value in-kind contributions at the amount you actually paid for the donated item or service or, if no purchase was made, value them at their fair market value. Fair market value is the amount a well-informed buyer or lessee, willing but not obligated to buy or lease, would pay; and what a well-informed seller, or lessor, willing but not obligated to sell or lease, would accept.



## STATE OF WASHINGTON

# PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908 • (360) 753-1111 • FAX (360) 753-1112

Toll Free 1-877-601-2828 • E-mail: [pdcc@pdc.wa.gov](mailto:pdcc@pdc.wa.gov) • Website: [www.pdc.wa.gov](http://www.pdc.wa.gov)

## ELECTRONIC FILING OF LOBBYISTS AND LOBBYISTS EMPLOYER REPORTS

Lobbyists and Lobbyist Employers have the opportunity to file their registration, monthly and annual reports electronically. The L-1, L-2 and L-3 electronic filing process provides an easy way for lobbyists and lobbyist employers to comply with state reporting requirements.

### Minimum system requirements to use PDC on-line filing application

	<a href="#">Adobe Acrobat</a>	<a href="#">Internet Explorer</a>	<a href="#">Netscape</a>
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher

### How to File Electronically

To electronically file, go to the PDC web page at [www.pdc.wa.gov](http://www.pdc.wa.gov) and select the following:

- Click – Electronic Filing
- Account Signup for **New Filers** or Account Logon for **Returning E-Filers**
- **New Filers** Click – Lobbyist or Lobbyist Employer
- Select Account Status (Previously filed with PDC/Never filed with PDC)
- Complete the personal information template (starred items are mandatory) and create a password. Print, sign and mail the signature authorization and password identification form to the PDC at PO Box 40908, Olympia, WA 98504-0908.

At this point a temporary identification number has been assigned and filers can continue to fill out the L-1, L-2 or L-3 template for electronic filing\*. The PDC will hold the filer's electronically submitted report until the completed signature authorization and password identification form is received by the agency.

Once the template is completed, filers can print a copy of the report for their records using the adobe acrobat print button. For initial registration (PDC L-1 form) send a copy of the report to your employer for signature and return the signed document to PDC.

If you have filed previously, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting the current month's report.

### Contact Information

For answers to questions about the **law or reporting requirements** contact a Political Finance Specialist at:

Phone: (360) 753-1111  
FAX: (360) 753-1112  
Toll free: 1-877-601-2828  
E-mail: [pdcc@pdc.wa.gov](mailto:pdcc@pdc.wa.gov)

For assistance with **electronic filing**, contact:

**Kyle Gubbe** at:

Phone: (360) 664-8855  
Toll free: 1-877-601-2828  
FAX: (360) 753-1112  
E-Mail: [kgubbe@pdc.wa.gov](mailto:kgubbe@pdc.wa.gov)

**Sally Parker** at:

Phone: (360) 586-2869  
Toll free: 1-877-601-2828  
FAX: (360) 753-1112  
E-Mail: [sparker@pdc.wa.gov](mailto:sparker@pdc.wa.gov)

\*Click "save" to preserve the information entered. Updates may be entered as frequently as necessary –only the most recent version will be saved. Click "submit" to file the report.